

Los Medanos College

Certificate Title: College & Career Preparation
Type of Certificate: This is a Noncredit CDCP Certificate of Completion in Counseling
CDCP Non-Credit Category: Workforce Preparation

Pursuant to Title 5, § 55151, students completing noncredit courses in a prescribed pathway, chaptered by the Chancellor’s Office, leading to improved employability or job opportunities, a Certificate of Completion may be awarded. A noncredit Certificate of Completion means a document confirming that a student has completed a noncredit educational program of noncredit courses that prepares students to progress in a career path or to take degree applicable credit courses (CCR, Title 5 §55151(h)).

Item 1. Program Goals and Objectives

In order to more equitably and successfully support the East Contra Costa County population of in accessing the college, the LMC Counseling department is proposing a Career Development & College Preparation (CDCP) noncredit certificate of completion entitled “College & Career Preparation.” Pursuant to Title 5, § 55151, The CDCP category of this proposed certificate is “Workforce Preparation,” which is defined in the following excerpt:

“Workforce preparation courses in the basic skills of speaking, listening, reading, writing, mathematics, decision-making, and problem solving skills that are necessary to participate in job-specific technical training.” (CCR, Title 5, § 55151(letter)).

Additionally, for a noncredit certificate to qualify as Workforce Preparation, the discipline under which the certificate is offered must be assigned to the Workforce Preparation noncredit category (CB22) under the Chancellor’s Office Management Information Systems Data Element Dictionary (COMIS DED) (PCAH, 7th Edition, p114). Counseling with TOP Code: 4930.13, is assigned to the Workforce Preparation noncredit category under the COMIS DED. Under the Workforce Preparation category of CDCP, the only type of certificate that can be awarded is a Certificate of Completion.

Pursuant to Title 5, § 55151, this CDCP noncredit certificate qualifying as Workforce Preparation is eligible to receive Enhanced Funding in offering the noncredit certificate, which has been identified as a priority for Contra Costa Community College District’s adoption of noncredit offerings.

The proposed counseling noncredit certificate aims to support students’ acquisition of skills and competencies that support success in the college setting. These skills will enable students to effectively access and utilize college and career programs with increasing confidence and competence. The non-credit counseling program aims to support students who do not see themselves as ready or prepared to be a college student in transitioning to college-level coursework and entering into academic credit-bearing coursework, certificates, and degree programs. The target population of this certificate in the local east county area are individuals that are not currently accessing the college through credit-bearing courses. These individuals face numerous barriers to accessing college and may come from any or a few of the following backgrounds: low income, first-generation college, ESL, adult learners, Alternative K-12, Foster system involved, and/or formerly incarcerated.

Noncredit Certificate Proposal – Narrative Components

Students who have completed the Non-Credit Counseling Program will be able to:

- A. Evaluate information on careers, personal values, interests, abilities, salary expectations, and work environment preferences to make a decision on major and career.
- B. Develop an educational plan to achieve their academic and career goal.
- C. Identify personal and systemic barriers that impede academic and career success.
- D. Apply effective personal management strategies, study skills, and internal psychological resources that support academic and career success.
- E. Identify and access external resources (such as student services departments and programs, instructional departments, academic support services, or off-campus supports etc) to support academic success.
- F. Demonstrate knowledge about how to successfully navigate college policies and procedures to access both in person and online courses and programs.

Additionally, this noncredit CDCP Certificate of Completion is in direct alignment with Guided Pathways with an aim to support students in clarifying an academic path (Pillar 1), choosing and entering an academic path (Pillar 2), and developing essential skills in staying on their chosen path at Los Medanos College (Pillar 3). As these counseling courses will integrate career, college, and personal success content, skills, and behaviors, students engaging in and exiting our program will be prepared to pursue their interests and be prepared to participate and succeed in any of the general and career technical education courses that make up their educational plan.

The non-credit Counseling program is not selective and is open to any and all interested students. There are no mandatory fees for materials.

Item 2. Catalog Description

College & Career Preparation Noncredit Certificate of Completion (54 hours)

This non-credit Certificate of Completion aims to prepare students to enter college with a clear academic and career goal, as well as with the skills to navigate and achieve success in the college setting. These noncredit courses differ from credit-bearing courses in that they focus on skill-attainment and can be repeated as deemed necessary by the student.

In order to earn the above certificate, students must complete the following:

Intro to Career Exploration **COUNS-032N 0 Units / 27 hours**

AND One (1) of the following courses:

College Orientation **COUNS-030N 0 Units / 27 hours**

OR

College Success **COUNS-034N 0 Units / 27 hours**

Student Learning Outcomes

Students who have completed the Non-Credit Counseling Program will be able to:

- A. Evaluate information on careers, personal values, interests, abilities, salary expectations, and work environment preferences to make a decision on major and career.
- B. Develop an educational plan to achieve their academic and career goal.
- C. Identify personal and systemic barriers that impede academic and career success.
- D. Apply effective personal management strategies, study skills, and internal psychological resources that support academic and career success.
- E. Identify and access external resources (such as student services departments and programs, instructional departments, academic support services, or off-campus supports etc) to support academic success.
- F. Demonstrate knowledge about how to successfully navigate college policies and procedures to access both in person and online courses and programs.

Item 3. Program Requirements

Students must complete two (2) non-credit counseling courses to earn the College and Career Preparation Certificate of Completion. Students must complete Couns-032N- Intro to Career Exploration and have a choice of taking EITHER Couns-030N- Orientation to College OR Couns-034N- College Success. The combination of Couns-030N and Couns-032N is meant to support students who desire career exploration and a basic introduction to college. Students who may have some introduction to college based on prior attempts might select the Couns-032N and Couns-034N course combination which aims to provide a more in-depth coverage of college success skills along with career exploration.

We propose a Managed Enrollment system be established that takes into account our institutional enrollment pattern and capacity data, and consultation with the following: Counseling faculty, ESL faculty, Adult Transition Specialist, faculty providing Non-Credit offerings from CTE, Math, and English, and program staff, Counselors, and Community Based Organizations working with the following populations: formerly incarcerated students, students in alternative school and court sites, and students returning to school after a long period of absence. With this proposed schedule of courses, our goal would be to support both day-only students and evening/night-only students attaining the Career and College Preparation Certificate of Competency within one semester as two short-term courses that run back to back in the same day and time format (eg. COUNS-32N: part 1 of semester and COUNS-034N: part 2 of semester) or over a two semester time period (eg. Couns-030N in Summer and Couns-032N in Fall). Our aim is to support students to be able to enter into credit-bearing coursework that lead to certificates or degrees, or CTE noncredit training programs, for example Construction Pre-apprenticeship. The noncredit counseling courses can also run simultaneously to support students currently enrolled in noncredit coursework. We would also like to see these courses available to a student over the Summer semester to prepare students to enter into credit-bearing coursework in the Fall semester.

We aim to strategically offer these Non-Credit Counseling courses to enhance and complement other noncredit course offerings such as CTE, Math, English, and ESL courses. In

Noncredit Certificate Proposal – Narrative Components

pairing the noncredit Counseling courses with other noncredit college preparation or CTE training coursework, the noncredit Counseling program is positioned to support and strengthen overall noncredit programming at LMC through increasing retention and success in all noncredit courses.

Dept. Name/#	Course Title	Hours	Proposed Sequence
COUNS-032N	Career Exploration	27	Yr 1, FA
COUNS-030N OR COUNS-034N	Orientation to College OR Career Success	27*	Couns-034: Yr 1, FA Couns-030: Yr 1, SP & SU
Total		54	

**Students will select EITHER COUNS-032N OR COUNS-034N based on self-assessed interest and/or consultation with a Counselor on which course will best serve their needs.*

Course Descriptions

College Orientation COUNS-030N 0 Units / 27 hours

Pre-Requisite: None

College Orientation is designed for first-time students to understand navigating the higher educational system and orientation to Los Medanos College. We will cover academic policies, resources, academic programs and services; introduction LMC's majors, degrees and transfer opportunities. The class will focus on academic goal completion, California system of higher education; standards of scholarship, formation of a comprehensive educational plan. The course covers topics including: use of student services, LMC certificates, associate degrees, and requirements for transfer.

Intro to Career Exploration COUNS-032N 0 Units / 27 hours

Pre-Requisite: None

Career Exploration is an intense career exploration designed to engage students in their own career development. Topics include how to realistically assess, review, and interpret various areas such as interests, attitudes, values, priorities, skills and strengths, goals, and career options in the current job market. This course also covers financial literacy.

College Success COUNS-034N 0 Units / 27 hours

Pre-Requisite: None

College Success is designed to help students develop the critical thinking skills and personal confidence necessary to succeed in college. Topics will include problem solving techniques, learning styles, time- management, goal-setting, study skills and test-taking strategies, stress management and LMC support services.

Item 4. Master Planning

The noncredit Counseling program is aligned with each of the college’s four broad strategic directions to promote equity, engagement, and effectiveness for student success:

1. Increase equitable student engagement, learning, and success.

Increasing equitable student engagement, learning, and success is the primary focus of offering this noncredit Counseling certificate. The LMC Noncredit Counseling program is positioned to serve and address the opportunity and achievement gaps identified by LMC’s SEA Initiative and Perkins populations including low-income, African-American students, former foster youth, adult learners, English language learners, and formerly incarcerated students face in terms of access and numerous completion categories of success. Our aim is to provide access to and entry to the path of college education for all students and we view these Non-Credit Counseling courses and Certificate as essential to this goal.

Our students’ ability to achieve their chosen academic goal will be significantly increased by the noncredit Counseling certificate for several populations. First, they will enable adult learners, mostly comprised of older adults, as well as new immigrants who have had limited exposure to English and are unfamiliar with the U.S. educational system and the college classroom, to benefit from the needed additional time and practice and the more flexible entry and exit system that the noncredit Counseling courses’ repeatability and managed enrollment features allow for.

The flexible entry and exit system of noncredit Counseling courses also supports first time students who may not be ready to begin credit bearing courses but are interested in gaining skills in order to become prepared to attend college including older adults who are attempting college for the first time or returning to college from an extended break or justice-involved students.

The repeatability of noncredit courses also supports students who may have passed COUNS-032 and/or COUNS-034 as HS articulated credit courses to repeat the noncredit versions of these courses if further learning or training is desired, for example, if a student desires to change his or her major or career and would like to take the COUNS-32N course to do this.

Furthermore, the ‘no tuition/no fees’ feature of the noncredit Counseling certificate will support our low-income students’ ability to access LMC as we are eliminating the financial barrier of attending college courses.

2. Strengthen community engagement and partnerships.

We view community engagement and partnership as integral to the successful marketing and recruitment of students who would most benefit from the noncredit Counseling certificate. We plan to offer the Counseling noncredit certificate at the LMC campus but grow into potentially offering the noncredit Counseling courses in the community to increase access and exposure to LMC for populations who may not be accessing services as readily at this time. Target offsite areas may include but are not limited to: community based organizations (for example, Opportunity Junction, Rubicon, Health Right 360, Jewish Vocational Services, etc).

3. Promote innovation, expand organizational capacity, and enhance institutional effectiveness.

Noncredit Certificate Proposal – Narrative Components

The development of a new non-credit Counseling certificate of completion at LMC using noncredit Career Development & College Preparation (CDCP) is consistent with the college's desire to reach students previously unserved in its service area. Utilizing noncredit as a tool to reach unserved populations in East County both on campus and in the community promotes innovation and enhances institutional effectiveness. By offering the noncredit Counseling certificate as an onramp to credit-bearing courses and programs, it is our aim to increase college credit certificate and degree attainment that lead to living wage and better employment opportunities for East County residents.

The non-credit Counseling program is also in direct alignment to support LMC's implementation of Guided Pathways which aims to enhance institutional effectiveness.

4. Invest in technology, fortify infrastructure, and enhance fiscal resources.

This noncredit Counseling certificate enhances fiscal resources in two ways. First, the noncredit Counseling certificate aims to increase student enrollment by reaching a new population of students who are not currently accessing services. Second, the noncredit Counseling certificate also aims to support students in successfully completing certificates and degrees through the development of a clear educational path and goal, and the college success skills to complete college programs. Both these goals serve to enhance fiscal resources of the college with the new funding formula.

References

Program and Course Approval Handbook (PCAH)

https://www.cccco.edu/-/media/CCCCO-Website/Reports/CCCCO_Report_Program_Course_Approval-web-102819.ashx?la=en&hash=8E54C44CB97423B024D18C7AB13C456F91FB03E3

Education Code Title V, § 55151

[https://govt.westlaw.com/calregs/Document/IDE218C73CDF343B8AC8681D5F2B0E036?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)#co_anchor_I27F30C3CC87444C294918F124479320E](https://govt.westlaw.com/calregs/Document/IDE218C73CDF343B8AC8681D5F2B0E036?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)#co_anchor_I27F30C3CC87444C294918F124479320E)