

Program Creation Process Sign-Off

Program Title: Noncredit Language Arts Foundations Certificate

Program Units: 120 Hours

Division: Language Arts **Proposing Faculty name(s):** Katie Ha

Type of Program: _____ Transfer or _____ Workforce

Type of Award:

_____ Non-transcriptable certificate Noncredit Certificate

_____ Certificate of Achievement

_____ AA/AS Degree

Documentation checklists:

Transfer documentation

- _____ Catalog Description
- _____ List of Courses
- _____ Articulation & transfer data
- _____ Identification of existing program(s) at CSU/UCs
- _____ Completer Projections
- _____ Identification of any additional resources needed to establish program (i.e. faculty, equipment, etc.)

Workforce documentation

- _____ Catalog Description
- _____ List of Courses
- _____ Completer Projections
- _____ Labor Market information
- _____ Identification of any similar program(s) in the area
- _____ Identification of any additional resources needed to establish program (i.e. faculty, equipment, etc.)

Transfer/Workforce Work Group: Recommended Not Recommended

Comments:

Work Group Signature: _____

Date: _____

Supervising Vice President: Recommended Not Recommended

Comments:

Vice President Signature: _____

Date: 11/13/14

Planning & Resource Committee: Recommended Not Recommended

Comments:

PaRC Signature: _____

Date: _____

Division Curriculum Committee: Recommended Not Recommended

Comments:

Division CC Signature: _____

Date: 10/10/14

Following the review by the listed committees, this form should be forwarded to the Office of Instruction.

10/22/14

Foothill College

Noncredit Certificate in Language Arts Foundations

Program Goals and Objectives

These open-entry, open-exit courses are for students who seek academic support in English and/or ESL and other reading and writing intensive courses. The courses provide instruction and/or review of writing skills such as paragraphing, topic sentence, thesis, development, essay organization, sentence structure, basic sentence patterns, style, sentence mechanics, through supplemental instruction.

Units required for Certificate: 120 hours

Catalog Description

This certificate prepares students for success in their English and/or ESL classes as well as other classes with a reading or writing requirements.

This program provides practical skills and knowledge for developmental and transfer-level students in reading and writing. Students who are successful in this program will develop the skills necessary to succeed in a variety of written rhetorical tasks, including practice in critical reading processes, practice in mastery of college-level vocabulary, practice in generating clear, specific thesis statements, practice in writing paragraphs that articulate clear points.

Program Requirement: This is an elective supplemental instruction course

NCLA 406A SUPPLEMENTAL INSTRUCTION ENGLISH: ESSAY- & PARAGRAPH-LEVEL REVISION 0 Unit

60 to 360 hours total. (0 hours total per quarter.)

GE Area: Non-GE Applicable

Transferability: None

NCLA 406B SUPPLEMENTAL INSTRUCTION ENGLISH: SENTENCE-LEVEL EDITING & PROOFREADING IN CONTEXT 0 Unit

60 to 360 a quarter (0 hours total per quarter.)

GE Area: Non-GE Applicable

Transferability: None