

## 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:**

**Planning & Resource Committee:**

☒ Recommended

☐ Not Recommended

**Comments:**

**PaRC Signature:**

**Date:**

**Division Curriculum Committee:**

☐ Recommended

☐ Not Recommended

**Comments:**

**Division CC Signature:**

**Date:** 10/10/16

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