



Kern Community College District
 2100 Chester Avenue
 Bakersfield, CA 93301-4099
 (661) 336-5100

- Bakersfield College
- Cerro Coso Community College
- Porterville College

Appendix 4D2B2

Job Skills Certificate Approval Form

Proposed Certificate Title: _____ Recommended TOP Code: _____ New Revised

Projected First Award Date: _____ Certificate Skill Level: 1 2 3 Other

Minimum Grade Required (must be "C" or higher): A B C Pass (Pass/No Pass Grading Only)

Goal(s) of Certificate (Check all that apply):

Career & Technical Education Licensing/Certification Other (e.g., CPR, etc.): _____

List skills/outcomes that would enable an employer to understand what the student has learned.

Describe the purpose for offering the Certificate: (use specific language: appropriateness to mission, demonstrated need, etc.)

Demonstrated need: (check all boxes that apply and attach documentation/data)

- Advisory Committee Recommendation
- Employer Survey
- Verified Community/Region Employment
- Licensure/State Compliance Requirement

Course	Course TOP Code	Course Title	# Units	Hours of Instruction

DEFINITION OF CERTIFICATE SKILL LEVEL

Job Skills: Students awarded this certificate will be able to perform at one of three skill levels. Level 1 is the basic level and Level 3 or higher is the most complex. The levels build on each other, incorporating the skills assessed at previous levels. For example, Level 3 includes the skills mastered at Levels 1 and 2.

Level 1: (e.g., Entry/Helper/Assistant/Trainee – Assigned to support the professional, organize the daily work for the professional, literate in the terminology) Straightforward; can be moderately complex; can involve simple systems that work together; utilize critical thinking skills for problem solving.

Required Skills:

Example: Apply basic principles to solve simple problems; identify solutions after eliminating other unsuitable possibilities.

Level 2: (e.g., Apprentice – mentored to learn the profession) Moderately complex; perform somewhat complicated operations; can involve two or more simple tools or systems that affect each other; may require operating a complex system that includes several components; and may use technical knowledge.

Required Skills:

Example: Operate moderately complex tools, software, or diagnostic equipment; select the best tool for a task; apply two or more principles of technology; solve moderate and advanced problems; and identify the best solution after eliminating other unsuitable possibilities.

Level 3: (e.g., Advanced/Professional/Journeyman) Work without direct supervision; process large amounts of information and present possible solutions to work assignments that are subtle and difficult to diagnose; can involve complex equipment or systems; requires proficiency in the use of technical terminology.

Required Skills:

Example: Use complex tools or software; operate diagnostic equipment to select the best solution for a task; apply two or more principles of technology as they interact in complex systems; diagnose and solve advanced problems.

Are additional resources required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check appropriate boxes and specify additional information.		
<input type="checkbox"/> Staffing		
<input type="checkbox"/> Facilities		
<input type="checkbox"/> Equipment		
<input type="checkbox"/> Software/hardware		
<input type="checkbox"/> Other		
Required Signatures:		
Signature, Faculty Chair	Typed or Printed Name	Date
Signature, Dean	Typed or Printed Name	Date

Required Signatures:

Signature, Chair(s) Curriculum Committee	Typed or Printed Name	Date
Signature, Vice President, Academic Affairs	Typed or Printed Name	Date
Signature, College President	Typed or Printed Name	Date
Signature, Vice Chancellor, Educational Services	Typed or Printed Name	Date

Reviewed and Approved by the Vice Presidents
4/7/2010

Reviewed and Approved by the Chancellor's Cabinet
4/14/2010

Reviewed and Approved by Consultation Council
4/14/2010