

Office of Community Colleges and Workforce Development

255 Capitol Street NE
Salem, OR 97310-0203

For Planning Purposes Only

8/18/15 Version

**Non-Credit Training Certificate
Certificate Worksheet**

Certificate Title: _____ Term: _____ Year: _____

Approval Criteria Checklist (prior to submission of application):

- Classification of Instructional Programs (CIP) Code is identified
- Certificate is a minimum of eighteen (18) hours and maximum of two hundred-ten (210) hours
- Contact hours for ALL courses do not exceed two hundred-ten (210) maximum hours
- Course(s) are non-credit
- Course(s) include an Assessment (of measurable outcomes)
- Course outcomes are included
- Certificate is/will be transcribed
- Chief Academic Officer has validated the Certificate/course standards
- Certificate approval - Certificate is submitted to CCWD within ninety (90) days from the start of the course (still needs resolution)
- Certificate approval - Certificate is coded in Webforms (state on-line approval system) as Award Category #

Number	Course Title & Description	CIP Code	Outcomes included? (Y/N)	Number of Clock Hours	TOTAL Clock Hours
TOTAL Number of Clock Hours					

Non-Credit Technical Certificate (NCTC) Application

NCTC Title: Women in Leadership and Management Academy

Reason for Certificate:

Community Request

Industry Request

Labor Market Info

Current NCT Program

NCTC Breakdown:

Course Number	Course Title	Contact Hours
XSDP C009	Women in Leadership & Management Academy	27
TOTAL Number of Hours		27

Certificate Description:

This interactive workshop will focus on the beginning leadership skills needed for leading individuals in business/industry/organizational settings. Participants will learn the difference between the roles of individual contributors and leaders of individual. An emphasis will be given to application of newly acquired leadership skills to current workplace environments.

Student Learning Outcomes:

Upon successful completion of this workshop, students will be able to:

1. Describe the differences between the roles of individual contributors and leaders of individuals
2. Demonstrate beginning skills needed for leading individuals

Syllabus Requirements: [Course Syllabus Required Elements](#)

Clackamas Community College
Workshop Outline

Course Prefix :XSDP
Course Number:C009

Title of Workshop: Women in Leadership and Management Academy (WILMA)

Hours of Instruction: 27 lecture *(must choose one of the following 3 descriptors to go with hours offered: lecture, lecture/lab, or lab)*
Date(s) Offered: Jan-June, 2017

Workshop Continuing Ed Approval:*(must choose one of the following. See definitions at bottom of outline for definitions)*

Health & Fitness Safety Workforce Hobby & Recreation CTE Supplementary * Other/Unknown

Targeted Industry: *(to be filled out when CTE Supplementary approval is chosen)**

Instructor: TBD
Department: Customized Training

Workshop Description:

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Student Learning Outcomes:

Upon successful completion of this workshop, students will be able to:

1. Describe the differences between the roles of individual contributors and leaders of individuals
2. Demonstrate beginning skills needed for leading individuals

Major Topic Outline:

1. Effective communication
2. Workplace diversity
3. Human resource essentials
4. Effective coaching
5. Effective delegation

Definitions for Adult Continuing Education Approvals:

<u>Health & Fitness:</u>	These courses are noncredit and focus on noncompetitive physical fitness and/or health courses that focus on the knowledge and skills that promote healthy lifestyles over a lifetime. These courses must be at least 6 contact hours in length to qualify for reimbursement.
<u>Safety:</u>	These courses are noncredit and promote safe practices over a lifetime. These courses must be at least 6 contact hours in length to qualify for reimbursement.
<u>Workforce:</u>	These courses are open-enrollment based and noncredit that on the knowledge, skills and personal abilities people need to succeed in the workplace, increase life skills and engage in civic participation. These courses must be at least 6 contact hours in length to qualify for reimbursement.
<u>Hobby & Recreation:</u>	These courses are taken for enjoyment which result in physical activities that individuals could reasonably be expected to participate in during most of their adult lives, those which result in the collection of objects or the production of works. These courses are non-reimbursable.
<u>CTE Supplementary:</u>	Courses whose intent is to upgrade existing skills and/or designed for persons already employed and seek to improve their job skills or knowledge or for career advancement. These courses must be at least 1 contact hour in length to qualify for reimbursement.*
<u>Other/Unknown:</u>	Courses that do not fall into the other defined Adult Continuing Education categories. These courses will most likely be non-reimbursable but in the event they are approved as reimbursable, then the course must be at least 6 contact hours in length to qualify for reimbursement.