Program Research & Recommendation

New Program Proposal Form

New Program Title:	Noncredit Certificate in ESL Career Skills
Initiator:	Molly Emmons and Mark Scholl
First Semester Intended to Offer:	Fall 2026 or as soon as approved.

Type of Program

Use AS for any Science, Technology, Engineering, or Mathematics (STEM) field and for all CTE programs. Use AA for all others.

☐ AA-T/AS-T
☐ AA/AS (18 units minimum w/o GE)
☐ CA (16 units minimum)
☐ Noncredit Certificate of Completion
☒ Noncredit Certificate of Competency

Program Codes

TOP Code:	4930.87
CIP Code:	32.0109
What COI will this program be in?:	Social Behavioral Sciences and Communication

Program Description:

This is a noncredit certificate of competency in ESL Career Skills. This two course sequence of noncredit ESL courses leads students from high intermediate proficiency in preparation for their entrance into a variety of occupational settings. As such, these courses equip students with English skills necessary to navigate the workplace.

Program Courses:

Course No.	Title	Units
ESL 340	Technology Skills for ESL Students	0
ESL 350	ESL Workforce Training Adult Education	0

How does the program align with the College Mission Statement, District Educational Plan, and Strategic Plan?

This certificate meets the district's strategic initiatives 1, 2, 3, 4, and 6.

Explain how the program is appropriate to the Community College mission of providing the first two years of a baccalaureate degree?

These courses prepare students to either enter CTE programs or directly enter the workforce.

How does the proposal demonstrate need for the program?

Overall program already established.

What are the impacts on existing programs (enrollment, staffing, section offerings)?

No impact.

Is there sufficiency of institutional resources to support the long-term vitality of the program?

Yes. The previous VESL certificate was dismantled because of its lack of long-term vitality. This program has been intentionally created to be more sustainable with its reduction in required hours and removal of an internship.

Is the program compliant with all applicable laws, regulations, and curriculum standards?

Yes.

Will the program be eligible for Financial Aid (CA's with vocational TOP and degrees)? If no, please explain:

As non-credit classes, these courses are free.

For Career Education Programs: Provide labor market information (LMI) and other employers demand documentation demonstrating that there are jobs and careers available for program graduates

Signature: Date: 3/5/2025

Contact Information: schollma@butte.edu

Return This form to Scheduling Center for processing at Centersh@butte.edu