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**Workforce programs**

**webpages style guide**

**Purpose**

The goal of style guide is to ensure that all degrees, certificates, and areas of study webpages are -

* formatted and presented in a clear, cohesive way
* consistent with the official Collin College Catalog, and
* in compliance with accreditation standards

Workforce Program Page Template

The Workforce Program Page contains an overview of the program, a brief description of the program, and the marketable skills. If applicable, the program webpage will also include special admission requirements, program accreditation information, and a link to the department webpage.

Workforce program webpages

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| ***Section 1*** | ***Program Title*** |
| ***Section 2*** | ***Overview*** |
|  | *‘Hook’ statement to make the program and/or area of study interesting! Highlight the benefits of the program.*  *Example 1:* Breath is life. There are few things scarier than the inability to breathe, even for a short time. Be part of the team that helps patients breathe easier with an Associate of Applied Science in Respiratory Care from Collin College. As a respiratory therapist, you will work with patients of all ages, providing treatment, monitoring responses to therapies, evaluating patients and helping them manage their breathing or cardiovascular conditions.  *Example 2:* Today, more than ever, an understanding of biology is critical to human life and the future of the planet. Fast-paced developments in medicine, genetics and environmental issues can be bewildering without basic knowledge of biological science.  *Example 3:* There is more to sports than just the playing. Kinesiology is the study of the mechanics of the human body. Kinesiology courses lay the groundwork for a career as a physical therapist, an athletic or personal trainer, or in sports management. They also allow you to learn physical skills and knowledge through the physical education activity and theory classes. |
| ***Section 3*** | ***Program Description*** |
|  | *Provides a brief description of the coursework, length of the program, cooperative and/or internship opportunities, transfer partners, certifications, etc.*    *Example 1*: Collin’s Respiratory Care Program prepares individuals for an allied health specialty in the clinical care and management of respiratory disorders. The 22-month program will prepare you to apply for the Therapist Multiple Choice and Clinical Simulation Exams given by the National Board for Respiratory Care. The college also partners with Midwestern State University to offer a bachelor of science in Respiratory Care online completion program.  *Example 2*: The Dental Hygiene program is designed to prepare you to become a licensed health care professional who specializes in non-surgical periodontal therapy and oral health education. Use advanced technology like intraoral cameras and digital radiography, and gain hands-on training in the college’s dental clinic, working with community members in search of low-cost dental care. The mix of the newest clinical technologies with a broad-based education in biological sciences, humanities and the dental sciences means you will be ready for work in private practice and community settings as a member of the dental health team.  *Example 3*: Polysomnographic technologists conduct the sleep studies that allow physicians to diagnose and treat patients suffering from sleep disorders. Through this program, Collin College students are prepared to enter the growing and challenging field of sleep medicine by equipping them with the skills and fundamental knowledge to effectively monitor, manage and treat sleep disorders under medical supervision. The Polysomnographic Technology program offers two-degree options. The 22-month AAS degree track is for students who do not have a background in health care. The 12-month certificate is for individuals who are board registered in any health care field and/or have a minimum of one year of current work experience in a sleep lab/center. |
| ***Section 4*** | ***Marketable Skills*** |
| ***Section 5*** | ***Special Admission Requirements\**** |
|  | *Only included if applicable, this section provides special program admission requirements or a link to a webpage with special admission requirements along with any additional requirements after admission.*  *Example 1*: Admission to this program is selective. View the [Dental Hygiene Requirements](http://www.collin.edu/academics/programs/DHYG_SelectiveAdmissionReqs.html) page for information about admission requirements, selection criteria and application process for the program.  *Example 2:* This is an application-based program. Students interested in applying for the Polysomnographic Technology Program should review the [Special Admission Requirements](http://www.collin.edu/academics/programs/PSGT_SelectiveAdmissionRequirements.html) to this program..  *Example 3:* For additional Health Information Management admission requirements, please read the [Selective Admission Requirements](http://www.collin.edu/academics/programs/HIM_SelectiveAdmissionReqs.html) for Health Information Management. |
| ***Section 6*** | ***Accreditation\****  *Only included if applicable, this section provides information regarding additional program accreditation information. The name of the accrediting body is linked directly to contact information for the related accreditation.*  *Example 1*: Collin's Dental Hygiene Program is accredited by the [American Dental Association's Commission on Dental Accreditation (CODA)](https://www.ada.org/en/coda/contact) and has been granted the accreditation status of approval without reporting requirements.  *Example 2:* The Culinary Arts Program is fully accredited by the [American Culinary Federation Education Foundation](https://www.acfchefs.org/ACF/About/Meet/Staff/ACF/About/Meet/Staff/?hkey=b8426734-4ffc-4152-8516-1e3fe7df808e). |
| ***Section 7*** | ***Program Award Links*** |
|  | *Example 1: 60 credit hours are required for this AAS degree.* [*Click here*](http://www.collin.edu/academics/programs/ANIM_AAS.html) *to view the course requirements for the AAS – Animation & Game Art.*  *Example 2:* This level 1 certificate requires 15 credit hours. [Click here](http://www.collin.edu/academics/programs/HLTH_EKG_Cert1.html) to view the course requirements. |
| ***Section 8*** | ***Department Website\**** |
|  | *Only included if applicable, this section only includes a link to the department website.* ***Please note that department websites should not include curriculum outlines; instead, they should include a link to the respective webpage managed and maintained by the Curriculum Office.***  *Example 1:* <http://www.collin.edu/department/ihce/index.html>  *Example 2:* [www.collin.edu/department/dance/](http://www.collin.edu/department/dance/)  *Example 3:* [Department Website for Communication Design](http://www.collin.edu/department/communicationdesign/index.html) |

***\*sections are optional***

Workforce webpage example

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| Webpage Section | *Webpage Example* |
| Section 1 – Program Title | Paralegal / Legal Assistant |
| Section 2 - Overview | If you are interested in a legal career in law, Collin College's Paralegal/Legal Assistant program is an excellent starting point and is approved by the American Bar Association. Not only is this career path interesting; it is growing at a fast pace. According to the U.S. Bureau of Labor Statistics, employment of paralegals and legal assistants is projected to grow 15 percent from 2016 to 2026, much faster than the average for all occupations. |
| Section 3 – Program Description | Law firms, corporations and governmental agencies hire paralegals/legal assistants to perform a wide variety of legal tasks under the direction and supervision of a licensed attorney. For example, paralegals investigate cases, interview witnesses and draft documents such as wills, contracts and court papers. As a result, paralegals must be proficient in computer skills, legal terminology and legal procedures. Collin's Associate of Applied Science degree in Paralegal/Legal Assistant Studies provides excellent training in these areas and offers opportunities for specialization.  This program trains students to become paralegals and legal assistants and helps them prepare for a national certification examination. The program does not qualify a graduate to take a state bar exam, represent clients in court, give legal advice or provide independent legal services. Admission to the Paralegal/Legal Assistant program is open to all students. Students with a prior degree may be eligible for admission to the Level II Paralegal General Certificate program. For more information about eligibility, please see the certificate pre-entrance requirements. |
| Section 4 – Marketable Skills | When you complete a certificate in Paralegal General and/or a degree in Paralegal/Legal Assistant you will have many skills that you can use to market yourself to employers.  List of Marketable Skills for this program:   * Draft legal documents such as affidavits, pleadings, discovery, memoranda, and letters * Investigate facts and interview witnesses * Communicate effectively with court personnel, legal professionals, and current and potential clients * Research and analyze case law, statutes, and regulation * Calculate and calendar deadlines * Organize legal file and billing information * Assist attorneys at trials, hearings, and depositions * Comply with the ethical duties regarding confidentiality, competence, and conflicts of interest |
| Section 5 – Special Admissions | Not Applicable |
| Section 6 – Accreditation Requirements | Not Applicable |
| Program Awards | [AAS – Paralegal / Legal Assistant](http://www.collin.edu/academics/programs/PARA_AAS.html)  [Certificate Level 2 – Paralegal General](http://www.collin.edu/academics/programs/PARA_Cert2.html) |
| Department Website | <http://www.collin.edu/department/paralegal/> |