



Program Narrative – Noncredit Certificate of Competency/Completion

Note: The form is only for Career Development and College Preparation (CDCP) noncredit programs that must be submitted to the Chancellor's Office for chaptering.

Program Goals and Objectives

- A. Program Goal: Local or CTE (choose CTE for Short-Term Vocational and Local for others)
 - i. Noncredit Category: (from among the [ten categories of noncredit](#), choose either English as a Second Language, Elementary and Secondary Basic Skills, Short-Term Vocational Programs, or Workforce Preparation)
 - ii. Purpose: (must address a valid transfer, workforce preparation, basic skills, civic education, or lifelong learning purpose, and identify the specific occupations or fields the program will prepare students to enter)

B. Program Learning Outcomes

Upon satisfactory completion of the program, students will be able to:

1.	
2.	(add rows as needed)

Catalog Description

(The catalog description is what will appear in the catalog once the noncredit certificate is approved and should match exactly the catalog description on the program form in CourseLeaf.)

Program Requirements

A. Course List (must match the program form in CourseLeaf)

Requirements	Course Code	Course Title	Contact Hours	Sequence (Year, Term)
Required Courses	COUR-101			

B. Course Sequencing

YEAR	CONTACT HOURS
Year 1, Fall	
Year 1, Spring	
Year 2, Fall	
Year 2, Spring	
TOTAL	

Short-Term Vocational Programs should allow for completion in 1 year or less

Master Planning

(Explain how the program fits the mission, curriculum, and master planning of the college and higher education in California, including:

- History/Need for Certificate
- Facilities and Equipment required to initiate and sustain the program
- Financial support necessary to begin and maintain program
- Availability of faculty)

Employment Potential (for Short-Term Vocational Programs only)

(Noncredit certificates proposed under the category of Short-Term Vocational Programs must provide evidence of high employment potential in one of two ways: 1) identify the area of instruction on the list of occupational titles with high employment potential (<http://www.labormarketinfo.edd.ca.gov>), or 2) attach current Labor Market Info (LMI) and analysis. Unlike credit CTE programs, noncredit proposals do not require advisory committee nor regional consortium recommendation.)