PROGRAM NAME

NONCREDIT CERTIFICATE OF COMPLETION NARRATIVE

The noncredit certificate of completion is for students completing noncredit courses in a prescribed pathway, approved by the Chancellor’s Office, leading to improved employability or job opportunities. The certificate of completion is a document confirming that a student has completed a noncredit educational program of noncredit courses that prepares students to progress in a career path or to take degree-applicable credit courses.

# 1. Program Goals:

*Write a brief statement of the broad, overall goals of the program.*

This program is consistent with SMC’s Mission to “assist students in the development of skills needed to succeed in college [and] prepare students for careers…” Students completing the noncredit (enter program title) certificate of completion may qualify for entry into degree-applicable credit courses and/or entry-level or higher employment.

This program prepares students to take credit coursework in the following degree-applicable courses and/or provides students the basic skills required for any job or a specific job:

*Copy/paste a bulleted list of relevant noncredit or credit certificate programs and occupations from META: Career Opportunities question.*

# 2. Program Learning Outcomes, including Occupational Competencies:

*Copy/paste the Program Learning Outcomes from META.*

# 3. Estimated Cost of Program Materials and Equipment:

*List necessary materials with costs, if applicable. Otherwise, write “none”*

# 4. Catalog Description:

*Copy/paste the catalog description from META*

*This is exactly as it will appear in the college catalog. Be sure to include:*

* *Goals (item 1 above)*
* *Program Learning Outcomes (item 1 above)*
* *List potential noncredit or credit programs and careers students may enter upon completion (item 1 above)*
* *If applicable, reference accrediting and/or licensing standards including an explanation of any departures from the standards*
* *Mention any risks in which occupations are inherently competitive or low-salary and/or where inexperienced graduates are not generally hired*
* *List all enrollment limitations (prerequisites, etc.)*

# Program Requirements:

*List course requirements, order in which courses should be completed, and minimum hours per course.*

# Master Planning:

This program is consistent with SMC’s Mission to “assist students in the development of skills needed to succeed in college [and] prepare students for careers…” and is part of the College’s current AB 705, California Adult Education Program, Career Education, Strong Workforce Program (Noncredit), and Workforce Innovation and Opportunity Act (Title II) initiatives.

*Provide additional narrative regarding program-specific issues. Also, describe how the program will meet the needs of the employers. If the program is offered in close cooperation with specific employers, include a discussion of the relationship.*