PROGRAM NAME

NONCREDIT CERTIFICATE OF COMPETENCY NARRATIVE

**COMPETENCY**

**The noncredit certificate of competency is for students completing noncredit courses in a prescribed pathway, approved by the Chancellor’s Office, that prepares students to take credit coursework including basic skills and ESL. The certificate of competency is a document confirming that a student enrolled in a noncredit educational program of noncredit courses has demonstrated achievement in a set of competencies that prepares students to progress in a career path or to undertake degree0applicable or nondegree-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 competency may qualify for entry into the career education programs below or pursue credit study.

This program prepares students for the following noncredit or credit career education or ESL programs:

*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 prepare students for credit coursework and/or meet the needs of employers. If the program is offered in close cooperation with other academic departments and/or specific employers, include a discussion of the relationship.*