

**[Noncredit Certificate](http://www.barstow.edu/Pdf/Committees/Curriculum/Forms/NC-Certificates-Requirements-Directions-final.pdf)**

**[Narrative Template](http://www.barstow.edu/Pdf/Committees/Curriculum/Forms/NC-Certificates-Requirements-Directions-final.pdf)**

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| **Program Title** | Certificate of Competency, X; Certificate of Completion, X |
| **Program Award** | Certificate of Competency  Certificate of Completion |
| **Unit Minimum** |  |
| **Unit Maximum** |  |
| **Career Development & College Preparation** | Elementary and secondary basic skills; workforce preparation; short-term vocational; English as a second language |

**1. Program Goals and Competencies**

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| COPY PROGRAM LEARNING OUTCOMES (eLUMEN) and provide a brief rationale for this program. List the relevant student competencies achieved. |

**2. Catalog Description**

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| COPY PROGRAM DESCRIPTION (eLUMEN)  Upon completion of the required courses the student will be awarded a Program Title. |

**3. Program Requirements**

List course requirements and their sequencing of for program completion in the program outline and attach to this narrative.

**4. Master Planning**

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| Write a brief paragraph explaining how this certificate supports the college Mission, Strategic Initiatives, Master Plan, and/or the Chancellor’s Vision for Success. Then explain the planned resource needs for degree implementation:  Facilities –  Personnel –  Equipment/Acquisitions – |

**5. Enrollment and Completer Projections**

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| Provide enrollment/completer projection data for the certificate. |

**6. Place of Program in Curriculum/Similar Program**

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| Explain this program’s relationship with other programs offered, stackable certificates, and relevant details if this program relates to the adjustment of another program(s). |

**7. Similar Programs at Other Colleges in Service Area**

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| List similar certificates (and colleges) in this region. |