

**Noncredit Certificates**

**Program Outline Template**

(Program Requirements)

GENERAL INFORMATION

|  |  |
| --- | --- |
| **Program Title** | Certificate of Competency, X; Certificate of Completion, X |
| **Program Award** | Certificate of Competency  Certificate of Completion |
| **TOP Code** |  |
| **Discipline Name** |  |
| **SOC Code** (CTE only) |  |
| **Discipline Name** |  |
| **DE Approval** |  |
| **Unit Minimum** |  |
| **Unit Maximum** |  |
| **Program Goal(s)** | CTE; Local |
| **Career Development & College Preparation**  (NC only) | Elementary and secondary basic skills; workforce preparation; short-term vocational; English as a second language |
| **Program Prerequisites** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| These are the names of the processors of this document. They acknowledge and understand that all information here is complete and correct and each individual has reviewed and supports this program’s outline and narrative. | | | |
| **Faculty Author:** |  | Date: |  |
| **Area Dean:** |  | Date: |  |

TRACKING AND APPROVALS

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Control Number** |  | **Date Generated** |  |
| **Program Status** | Draft | Pending | Approved |

|  |  |
| --- | --- |
| Process Approvals | |
| Curriculum Committee Approval Date |  |
| Board of Trustees Approval Date |  |
| Chancellor’s Office Approval Date |  |
| Proposed Start Date | Semester/Year |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program Review | | Responsible Discipline’s Name | | Month/Year |
| Immediate Cycle |  | |  | |
| Next Cycle |  | |  | |

**Program Requirements (Noncredit Certificates)**

Add rows as necessary

Sequence identifies semester (FA or SP or SU) and year (1 or 2)

Identify number of required courses for this certificate

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Subject/No.** | **Title** | **Sequence** |
| **Required** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Number |  |  |

|  |  |
| --- | --- |
| **Proposed Sequence** | |
| **Year 1, Fall** | X courses |
| **Year 1, Spring** | X courses |
| **Year 1, Summer** | X courses |
| **Year 2, Fall** | X courses |