**Foothill College**

**Noncredit Program Narrative**

**Certificate of [Competency/Completion] in [Insert Program Name]**

**Item 1. Program Goals and Objectives**

*What are the academic and vocational goals of this certificate? What are the general program objectives?*

Program Learning Outcomes:

* Students will be able to…

*What knowledge and skills will students acquire as part of their participation in the program?*

**Item 2. Catalog Description**

*This should include program requirements, prerequisite skills or enrollment limitations, and information relevant to program goals.*

**Item 3. Program Requirements**

*Update the table, below, to include all core and support courses for the program (note that support courses are called “Restricted Electives” by the state). In the Requirements column, list the total hours for core courses and the total hours for support courses. In the Sequence column, list the typical year and quarter during which the student will take the course. List the total hours for the program requirements (core and support courses combined) beneath the table.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requirements** | **Course #** | **Title** | **Hours** | **Sequence** |
| Core Courses  (# of hours) |  |  |  |  |
| Restricted Electives(# of hours) |  |  |  |  |

**TOTAL HOURS: # of hours**

**Item 4. Master Planning**

*How does the program align with the Foothill College Mission Statement? How does the program fit the curriculum and master planning of Foothill College, as well as higher education in California?*

**Additional Information Required for State Submission:**

**TOP Code:** *If you are unsure about the TOP code for your particular program please contact the AVP of Instruction*

**Program Review Date:** *Indicate the month and year of the first Program Review*

**Distance Education:** *This is the percentage of program courses conducted online; choose from the following:* 0% 1-49% 50-99% 100%

**CDCP Eligibility Criteria:** *Must select one - if you are unsure, please contact the AVP of Instruction*

* English as a Second Language (ESL)
* Elementary or Secondary Basic Skills
* Short-Term Vocational\*
* Workforce Preparation

**Employment Potential:** *For Short-Term Vocational programs only; must select one:*

* EDD
* LMID EDD Consultant

***\*For Short-Term Vocational programs, colleges must provide evidence of high employment potential. Please note that significant lead time (one month or longer) may be necessary to obtain this evidence. Please work with the AVP of Instruction during the beginning stages of program creation to submit your request(s) for the following:***

**ATTACH ONE OF THE FOLLOWING** (Short-Term Vocational only)**:**

1. **Identify the area of instruction** on the list of occupational titles with high employment potential
2. **Data source containing current labor market or job availability data** with an explanation of how the data is verified