



## Program Narrative – Certificate of Achievement

### Program Goals and Objectives

- A. Program Goal: Local or CTE (choose one)
  - i. Purpose: (must address a valid transfer, workforce preparation, basic skills, civic education, or lifelong learning purpose)
- B. Program Learning Outcomes

*Upon satisfactory completion of the program, students will be able to:*

- |    |                      |
|----|----------------------|
| 1. |                      |
| 2. | (add rows as needed) |

### Catalog Description

(The catalog description is what will appear in the catalog once the program is approved and should match exactly the catalog description on the program form in CourseLeaf, including any program requisites or limitations on enrollment.)

### Program Requirements

- A. Course List (must match the program form in CourseLeaf)

Requirements	Course Code	Course Title	Units	Sequence (Year, Term)
Required Courses ( _units)	COUR-101			

- B. Course Sequencing

YEAR	UNITS
Year 1, Fall	
Year 1, Spring	
Year 1, Summer	
Year 2, Fall	
Year 2, Spring	
<b>TOTAL</b>	

## Master Planning

(Explain how the program fits the mission, curriculum, and master planning of the college and higher education in California, including:

- History/Need for Certificate
- Facilities and Equipment required to initiate and sustain the program
- Financial support necessary to begin and maintain program
- Availability of faculty)

**Enrollment and Completer Projections** (provide a projection of the number of students expected to earn the certificate annually)

Course Code	Course Title	<Year 1>		<Year 2>	
		# of Sections	Enrollment Total	# of Sections	Enrollment Total
COUR-101					

## Place of Program in Curriculum

(Explain how the program fits into NVC's existing program inventory.)

*Example: The courses in this certificate are shared with other programs in \_\_\_\_\_. The department currently offers enough sections of all courses to meet the anticipated enrollments and applications for this certificate. The department does not anticipate a large increase in enrollments as a result of this new/modified certificate; however, it will better serve the needs and interests of the current student population at NVC. This certificate will be housed in the \_\_\_\_\_ Department, a part of the Division of \_\_\_\_\_ at NVC. This department currently covers all courses and programs in \_\_\_\_\_.*

## Similar Programs at Other Colleges in Service Area

(Provide a justification of the need for the program and list any similar programs at other community colleges in the Bay Area:

- Name of Similar Program – College Offering Similar Program – Website if available)

## Transfer Preparation Information – (if applicable)

(If transfer preparation is a component of the program, please contact the Articulation Officer to obtain programmatic articulation agreements, ASSIST documentation verifying that a majority (51% or greater) of required courses in the program are articulated for the major (AAM), or [other appropriate documentation](#) that demonstrates alignment with the requirements for lower division major preparation at no more than one institution.)