# 

**Compton College**

**[Insert Program Name]**

**Certificate of Achievement**

**Program Narrative**

**Item 1a. Program Goals and Objectives**

Must address a valid workforce preparation, basic skills, civic education, or lifelong learning purpose and may address transfer preparation.

**Item 1b. Program Learning Outcomes:**

[Insert Program Learning Outcomes exactly as they appear in CurrIQunet.]

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

**Item 2. Catalog Description**

[Insert catalog description for the specific program exactly as it appears in CurrIQunet.]

Catalog description includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal.

**Item 3. Program Requirements**

Includes course requirements and sequencing that reflects the program goals.

[Update the table below to include all courses for the program. In the Sequence column, list the typical year and semester during which the student will take the course. List the total units for the program requirements at the bottom of the table.]

|  |  |  |  |
| --- | --- | --- | --- |
| **REQUIRED CORE:** | | |  |
| Course | Course Title | Units | Sequence |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Elective Courses:** | | |  |
| Course | Course Title | Units |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL UNITS:** | |  |  |

**Item 4. Master Planning**

* How does the program align with the Compton College Mission Statement?
* How does the program fit the curriculum and master planning of Compton college, as well as higher education in California? Include how discussion for the need of the program was included in program review or annual planning, or advisory meetings (for CTE programs only).

**Item 5. Enrollment and Completer Projections**

Based on the course enrollment data below, what is the projection of students to earn the certificate annually?

**HISTORICAL DATA:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COURSE INFORMATION** | | **ONE YEAR PRIOR:** | | **TWO YEARS PRIOR:** | |
| Course Number | Course Title | Sections | Enrollment | Sections | Enrollment |
|  |  |  |  |  |  |
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**Item 6. Place of Program in Curriculum/Similar Programs**

How does the program fit into Compton College’s existing program inventory?

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

Provide a justification for the need to add this program to Compton College’s service area.

**Item 8. Transfer Preparation Information**

Explain how this program prepares students for transfer (if transfer preparation is a component of the program).

**CAREER TECHNICAL EDUCATION (CTE) CERTIFICATES–Additional Required Documents:**

**ATTACH THE FOLLOWING (Non-Apprenticeship):**

* Labor Market Information and Analysis
* Advisory Committee Recommendation *(includes advisory committee membership, minutes, and summary of recommendations)*
* Regional Consortia Meeting Minutes *(showing program recommendation)*

**ATTACH THE FOLLOWING (Apprenticeship only):**

* Labor Market Information and Analysis
* Approval Letter from the California Division of Apprenticeship Standards (DAS)

**LOCAL NON-CTE Certificates- Additional Documentation:**

* Programmatic articulation agreements
* ASSIST documentation verifying that a majority (51% or greater) of required courses in the program are articulated for the major (AAM) at the single baccalaureate institutions to which the program’s students are likely to transfer.
* Table of major requirements from the most recent catalogs with catalog dates and page numbers cited, for targeted transfer institutions showing crosswalk with California Community Colleges program requirements.
* Summary of lower division major preparation published or endorsed by relevant professional bodies or programmatic accreditors, with citations included.
* Formal letters from the intended receiving institution that verify alignment of proposed program with their program curriculum.