***The directions in red are intended as guides to the items in this Narrative***

***Refer to PCAH pages 83 for more information***

***Please delete them prior to saving and submitting your document***

***Do not delete or modify any of the black type or charts unless noted to do so as an option***

**Name of Occupational Skills Award**

**Saddleback College**

**Item 1. Program Goals and Objectives**

***What to include:***

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

***All programs:*** *Include a disclaimer about the course materials fees that students will be expected to pay and what the monies go toward. Fees can be discussed individually for specific courses or lumped together and discussed as a whole.*

**Item 2. Catalog Description**

***What to include:***

1. *Include program requirements, prerequisite skills or enrollment limitations and information relevant to program goal such as the types of jobs the degree will prepare the student for and/or any caveats for the particular field.*
2. ***Include Program Student Learning Outcomes as a numbered list under the catalog description.***

**Item 3. Program Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Course Prefix & Number** | **Course Title**  *Open CurricUNET and Copy/Paste titles from active (red version) of the course. DO NOT try to work from memory!!*  *All Caps is fine.*  *While you are there check the units for the next column.* | **Units** | **Sequence** (year-term as modeled below)  Y1-FA  Y2-SP |
| **Required Core**  **# of Units** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | *It is ok to add rows if needed* |  |  |
| **Restricted Electives**  **# of Units**  **If any** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | *It is ok to add rows if needed* |  |  |

*\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.*

*Delete the line above if not applicable. If it is applicable make sure appropriate courses have \**

|  |  |
| --- | --- |
| Required Core Units |  |
| Restricted Electives |  |
| Total Units |  |

**Proposed Sequence:** *Align with the sequence identified in the chart above*

Year 1, Fall = \_\_\_\_\_\_ units

Year 1, Spring = \_\_\_\_\_\_ units

Year 1, Summer = \_\_\_\_\_\_ units

Year 2, Fall = \_\_\_\_\_\_ units

Year 2, Spring = \_\_\_\_\_\_ units

TOTAL UNITS: \_\_\_\_\_\_ units