***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**

**Item 1. Program Goals and Objectives**

***What to include:***

* *Must address a valid workforce preparation, basic skills, civic education or lifelong learning purpose.*
* *Include a list of the changes made in this revision and the reasons for the changes*

**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 Major Units Total (core and restricted) |  |
| Electives Total (other unrestricted 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