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

***Refer to PCAH pages 118 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 Certificate**

**Certificate of Competency or Completion**

**Saddleback College**

**Certificate of Competency:** A certificate ina recognized career field articulated with degree-applicable coursework, completion of an associate degree, or transfer to a baccalaureate institution.

**Certificate of Completion:** Leads to improved employability or job opportunities

**Item 1. Program Goals and Objectives**

***What to include:***

*Must address a valid transfer preparation, 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. *Provide an overview of the knowledge and skills offered by the program*
2. *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 or the majors they could transfer to.*
3. *If applicable, reference accrediting and/or licensing standards including an explanation of any departures from the standards*
4. ***Include Program Student Learning Outcomes as a bulleted 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 hours for the next column.* | **Hours** | **Sequence** (year-term as modeled below)  Y1-FA  Y2-SP |
| **Required Core**  **# of Hours** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | *It is ok to add rows if needed* |  |  |
| **Restricted Electives**  **# of Hours**  **(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 Hours |  |
| Restricted Electives Hours |  |
| Total Hours |  |

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

Year 1, Fall = \_\_\_\_\_\_ hours

Year 1, Spring = \_\_\_\_\_\_ hours

Year 1, Summer = \_\_\_\_\_\_ hours

Year 2, Fall = \_\_\_\_\_\_ hours

Year 2, Spring = \_\_\_\_\_\_ hours

TOTAL UNITS: \_\_\_\_\_\_ hours

**Item 4. Master Planning**

***What to include:***

*Describe how this certificate fits in the mission, curriculum, and master planning of the college and higher education in California.*

**.**