***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 Completion (or Competency)**

**Saddleback College**

**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.*
* *List all changes and reasons for the changes that are occurring in this revision*

**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