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

***Refer to PCAH page 85 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***

**Name of Certificate**

**Certificate of Achievement**

**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.*
* *If the certificate program goal selected is “Career Technical Education (CTE),” then the statement must include the main competencies students will have achieved that are required for a specific occupation. The statement must, at a minimum, clearly indicate the specific occupation(s) or field(s) the program will prepare students to enter and the basic occupational competencies students will acquire*
* *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:***

* *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.*
* *If the certificate program goal selected is “Career Technical Education (CTE),” then the description must list the potential careers students may enter upon completion.*
* ***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 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 Units |  |
| Total Units |  |

**Proposed Sequence:** *This sequence needs to show how a full-time student would complete the program. It is possible that certificates may be completed in less than two years. If so, remove the extra semesters.*

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

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

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

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

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

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

**Item 4. Master Planning**

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

**Item 5. Enrollment and Completer Projections**

Get these numbers from inFORM if there is history for the courses OR Conduct a survey to determine completers for new courses and describe your survey results in narrative format

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Year 1 | | Year 2 | |
| CB01: Course Department Number | CB02 Course Title | Annual # of Sections | Annual Enrollment Total | Annual # of Sections | Annual Enrollment Total |
| CDE 7 | Child Growth and Development | 18 | 674 | 18 | 674 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***If CTE program****, under the table, please add a comparison of the enrollment and completer projections to the net annual labor demand to illustrate that adequate demand exists for completers.*

**Item 6. Place of Program in Curriculum/Similar Programs**

*Describe how/where this program fits in Saddleback’s existing program inventory*

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

*List similar programs at other local community colleges in the region and in narrative explain why this program is needed in addition to the ones that exist regionally.*