

Course Outline of Record Guide

Section 1: Cover Info Page

General Information

Instructions	Additional Notes
<p>Course Code (CB01)</p> <p>Subject: Enter 4-letter course prefix.</p> <p>Number: Enter 4-digit course number.</p>	<p>For CTE courses: course discipline should match typical industry standards or C-ID.</p> <p>For non-CTE courses: course discipline should match typical transfer disciplines or C-ID</p> <p>Course numbers should be assigned in consultation with the Office of Academic Affairs to avoid reusing numbers previously assigned to other courses.</p>
Course Title (CB02)	Enter full course title without abbreviations. The course title should be concise and distinguish it from other courses.
TOP Code (CB03)	The appropriate Dean or Director will provide the TOP code for the course. The TOP code should reflect the main discipline or subject matter of the course including content and objectives.
Department: Select departmental 4-letter departmental prefix from drop down menu.	Faculty will only be able to view departmental prefixes from the disciplines that they are assigned in.
Course Description	The course description should be a summary of the course's focus and purpose. Be concise, no more than 2-3 sentences. C-ID can provide course descriptions for articulation purposes. Include CI-D number in course description.
SAM Code (CB09)	The appropriate Dean or Director will provide a SAM code for the course.
Course Control Number (CB00)	The appropriate Dean or Director will provide a Course Control Number for the course.

Proposal Details

Instructions	Additional Notes
Author	<p>Enter name of faculty member who is creating the course proposal or revision.</p> <p>Add Co-Authors as applicable.</p>

Proposal Start: Chose starting term from drop down menu.	Should be the following fall. Please consult with area Dean if you feel the course should have an alternative start date.
Submission Rationale	Select one of the rationales from the drop-down menu.
Notes for Submission: If completing a course proposal, use this area to provide justification for the new course.	List all changes made to the COR here including course discipline, course ID number, title, units, lecture/lab hours, requisites, credit basis, credit by exam, MQs, objectives, course content, and textbooks, as well as the reason why the changes were made (example: to align with C-ID descriptor, etc.). The more detail, the better. This helps guide curriculum reviewers, signals the Curriculum Technician to changes, and alerts the Articulation Officer to changes that might require changes to ASSIST or resubmission of the course for other articulation purposes. This also assists instructional data techs with making sure all changes are made in Banner (and schedule of classes) and catalog production staff with making sure all edits are made to catalog elements. The Curriculum Technician also reports these changes to the CCCCCO
Attachments	Click on Upload Files to attach DL Addendums and other documents.

Section 2: Course Development Options

More Options

Instructions	Additional Notes
Basic Skill Status (CB08): Choose if the course is or is not a Basics Skills Course from the drop-down menu.	Basic skills courses are limited to ESL, mathematics, English, and reading courses.
Course Special Status (CB13): Choose if the course is or is not a Special Class from the drop-down menu.	If you believe your course should be considered for Special Status please see consult with your appropriate Dean or Director.
Grade Options: Choose which Grade letter option the course should have from the drop-down menu.	Degree Applicable courses must use a "Letter Grade Method"

Allowed Number of Retakes (Repeatability): Enter allowable number of times a student may repeat the course for credit.	Districts may only designate the following types of courses as repeatable: (1) Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. (2) Intercollegiate athletics (3) Intercollegiate academic or vocational competition
Retake (Repeatability) Policy Description	If you choose to allow the course to be repeated then choose one of the above reasons. Certain non-degree applicable courses can be repeated, check with your appropriate Dean or Director.
Allow Students to Gain Credit by Exam/Challenge	Check box if student may gain credit by examination or challenge.
Rationale for Credit by Exam/Challenge	If a course is articulated with a high school course, it must allow for credit by exam and this must be indicated in the COR. If credit by exam is allowed, it is open to everyone.

Associated Programs

Instructions	Additional Notes
Course is part of a program (CB24)	Check box if course is part of a program. Select program from drop-down menu.

Transferability and General Education Options

Instructions	Additional Notes
Request for Transferability (CB05) Transferability: If course is transferable choose option from drop-down menu.	Please consult with the Articulation Officer for CI-D information and other questions regarding transferability.
Transferability Status	No action is necessary in this section.
Request for General Education Transferability: Click on "Add Request for GE Transferability" System/Institution will appear, select a GE System or Institution from the drop-down menu. Categories will appear, select which categories or areas by checking the appropriate box or boxes.	This request will initiate a separate process which may delay the course outline of record approval workflow. Please allow more time if requesting transferability for your course.

Comparable course: Describe comparable courses in the text field provided.	For unique classes find a course at another institution with the same designation and then consult with the Articulation Officer.
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Section 3: Units and Hours

Credit/Non-Credit Options

Instructions	Additional Notes
Course Credit Status (CB04) Use drop-down menu to make selection.	Consult with the appropriate Dean or Director if you are unsure of the credit status of your course.
Course Classification Code (CB11) Use drop-down menu to make selection.	If your course is Non-Credit and you are unsure of the Classification Code consult with the appropriate Dean or Director.
Course Non-Credit Category (CB22) Use drop-down menu to make selection.	If your course is Non-Credit and you are unsure of the Non-Credit Category consult with the appropriate Dean or Director.
Funding Agency Category (CB23) Use drop-down menu to make selection.	If your course is Non-Credit and you are unsure of the Funding Agency Category consult with the appropriate Dean or Director.
Non-Credit Characteristic Use drop-down menu to make selection.	If your course is Non-Credit and you are unsure of the Non-Credit Characteristic consult with the appropriate Dean or Director.
Cooperative Work Experience Education Status (CB10) Check box	If you are considering selecting this option consult with your appropriate Dean or Director.
Variable Credit Course Check box	If you are considering selecting this option consult with your appropriate Dean or Director.

Weekly Student Hours

Instructions	Additional Notes
Lecture Hours (In Class) Type in number of Weekly Student Lectures Hours in text box	The Out of Class hours field will automatically calculate proper ratio of hours.

Laboratory Hours (In Class) Type in number of Weekly Student Laboratory Hours in text box	The Out of Class hours field will automatically calculate proper ratio of hours.
Activity Hours (In Class) Type in number of Weekly Student Activity Hours in text box	The Out of Class hours field will automatically calculate proper ratio of hours.

Weekly Specialty Hours

Instructions	Additional Notes
Description Type description in text box	For some courses, the standard hour types will not be suitable. In circumstances when a course requires hours to be named in a particular way, the Weekly Specialty Hours area can accommodate any title of hours needed. Typically, the institution has not used this feature. If you think you might need to list hours as “Weekly Specialty hours” please consult with your Dean or the Curriculum Chair
In Class (Hours) Type number in text box	The Out of Class hours field will automatically calculate proper ratio of hours.

Course Student Hours

Instructions	Additional Notes
Course Duration (Weeks) Type in number of weeks in text box	The default setting is 18 weeks, do not attempt to change.
Course In-Class (Contact) Hours	Will auto calculate
Course Out-of Class Hours	Will auto calculate
Total Student Learning Hours, Minimum and Maximum Credit Units	Will auto calculate

Section 4: Pre-requisites and Entrance Skills

Pre-requisites, Co-requisites, Anti-requisites, and Advisories

Instructions	Additional Notes
<p>Click on “Add Group” to add a Requisite</p> <p>Requisite Type: Use drop-down menu to choose a type of Requisite</p> <p>Course: Use drop-down menu to choose a course</p> <p>Click on “Add Requisite”</p> <p>Click on “Select Objectives and Outcomes”</p> <p>Choose desired Objectives and Outcomes by checking their box</p> <p>Click on “Add”</p> <p>Click on “add Group” to select multiple courses to use as alternate Requisites</p>	<p>You must choose a term in Proposal start in Cover Info section to use Requisite function.</p> <p>Prerequisites may only be established for any of the following purposes: (1) the prerequisite expressly required authorized by statute or regulation; (2) the prerequisite will assure that a student has the skills, concepts, and/or information that is presupposed in terms of the course or program for which it is being established, such that a student who has not met the prerequisite is highly unlikely to receive a satisfactory grade in the course for which the prerequisite is being established; (3) the prerequisite is necessary to protect the health or safety of a student or the health or safety of others.</p> <p>The prerequisite does not require scrutiny using content review/statistical validation if: (1) it is required by statute or regulation; or (2) it is part of a closely-related lecture-laboratory course pairing within a discipline; or (3) it is required by four-year institutions; or (4) baccalaureate institutions will not grant credit for a course unless it has the particular communication or computation skill prerequisite.</p>

Entrance Skills

Instructions	Additional Notes
<p>Type description of the Entrance Skill in the text box</p> <p>Click on “Add New Entrance Skills”</p> <p>Type Rationale in the text box</p>	<p>Enter all the entrance skills needed for successful completion of course.</p>

Limits on Enrollment

Instructions	Additional Notes
Type description of the Limits on Enrollment in the text box Click on “Add Limits on Enrollment” Type Rationale in the text box	limitations should be well defined and be as measurably objective as possible. Examples: Admission to a program as well as statutory, regulatory, or contractual requirements or health and safety requirements

Section 5: Specifications

Methods of Instruction

Instructions	Additional Notes
Click on “Edit” Use drop down menu to choose a method of evaluation Type “Rationale” in text box Click on “Add Method of Evaluation”	Methods should be presented in a manner that reflects integration with stated learning objectives and likelihood that they will lead to students achieving those objectives. The methods must effectively teach critical thinking.

Assignments

Instructions	Additional Notes
Type list of assignments in text box	Provide examples of methodologies used by the instructor to cause learning, and describe what the students will be doing and experiencing with respect to the instructor, each other, and their environment Should be appropriate to the objectives. If an objective is to “physically perform,” then lecture as the sole method for learning is not enough. The environment in which the learning occurs often needs to be described. This list does not have to be exhaustive.

Methods of Evaluation

Instructions	Additional Notes
<p>Click on “Edit”</p> <p>Use drop down menu to choose a method of evaluation</p> <p>Type “Rationale” in text box</p> <p>Click on “Add Method of Evaluation”</p>	<p>Title 5 requires that courses designated as both Associate degree applicable and non-degree applicable, that grades are based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by essays, or in courses where the curriculum committee deems it appropriate to use problem-solving or skills demonstrations instead as the method of evaluation.</p>

Equipment

Instructions	Additional Notes
<p>Type list of Equipment in text box</p>	<p>List only special purpose facilities and/or equipment used by all faculty teaching the course.</p>

Textbooks

Instructions	Additional Notes
<p>Type textbook in text box</p> <p>Type authors name in text box</p> <p>Type title of book in text box</p> <p>Type publisher’s name in text box</p> <p>Type date of publication in text box</p> <p>Type ISBN in text box</p> <p>Click “Add new Textbook”</p>	<p>Texts should be completely referenced (author, title, publisher, date) and be current.</p> <p>Texts should be appropriate for the level of the course.</p> <p>Texts chosen should be clearly recognized by those in the discipline at other institutions as a major work which presents the fundamental theories and practices of the subject.</p> <p>The textbooks are really recommendations, and an individual instructor could order a different yet similar book. I think you should list something there just to give a sense of what type of book could be used. I think you can also include “open educational resources” as an option.</p> <p>A course cannot be submitted for C-ID if the text is 5 years old or older.</p> <p>Courses being submitted to the CSU for CSU GE Breadth or to the UC system for transferability or IGETC, require recent</p>

	textbooks except when classic texts are the standard in the discipline. Writing courses require a style manual Lab courses require a lab manual.
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Other Instructional Materials

Instructions	Additional Notes
Type description in textbox	Should list any other learning materials the student must have to effectively participate in the course. List 3rd party content in this section. Lab science courses must include a clearly identified lab manual in the COR. Lab manuals from either a publisher or compiled by CCC faculty (e.g., "CHEM 001 Lab Manual, CCC Chemistry department, 2019") are acceptable.
Type authors name in textbox	
Type citation in textbox	
Click on "Add Material"	

Materials Fee

Instructions	Additional Notes
Type materials fee in textbox	In most cases there should be no materials fee. However; Field trips, required materials for the course, and other probable expenses should be listed in the catalog description, and this statement should be used in this textbox, "Materials fee may be required for this course". This practice alerts students to possible costs that may influence their decision to enroll in the course. Per Title 5 §59400(b), colleges may not charge a general materials fee if students do not walk away with a physical object or permanent access to some body of knowledge as they would with a book.

Section 6: Learning Outcomes

Course Objectives

Instructions	Additional Notes
<p>Type Objective in text box</p> <p>Click on “Add New Course Objective”</p>	<p>The objectives articulate the knowledge and skills a student should acquire by the end of the course, the intended result of instruction.</p> <p>Objectives should:</p> <ul style="list-style-type: none">• Highlight what any faculty member teaching the course must focus on.• Be stated in terms of what the students will be able to do and connect to achievement of the course goals.• Be concise but complete.• Use verbs showing active learning.• Be broad in scope, not too detailed or specific, grouping individual items into sets which share commonalities.• Typically courses have between 3 and 10 objectives.• If the course is aligned with a C-ID descriptor, it must meet all of the same course objectives even if they are worded differently.• Check for appropriate verbs on Bloom’s Taxonomy.

CSLOs (Course Student Learning Outcomes)

Instructions	Additional Notes
<p>Type CSLO in text box</p> <p>Click on “Add CSLOs”</p>	<p>Course SLOs are the intended abilities and knowledge students can demonstrate after successfully completing the course objectives.</p> <p>SLOs must be written in measurable or observable terms and as actions that a student will perform in order to display the skills necessary to meet the SLO.</p> <p>CSLOs should be numbered.</p> <p>Check for appropriate verbs on Bloom’s Taxonomy.</p>

Section 7: Outline

Course (Lecture) Outline

Instructions	Additional Notes
Type "Course (Lecture) Outline" in text box	<p>Must be a complete list of all topics to be taught in the course.</p> <p>Should be written in outline format with topics and subtopics in great enough detail to facilitate articulation with comparable courses.</p> <p>Content should be subject based, not expressed in terms of student capabilities.</p> <p>If the course is aligned with a C-ID descriptor, it must cover all of the same content listed in the descriptor but may also list additional topics.</p>

Lab Outline

HEADING	HEADING
Type "Lab Outline" in text box	<p>Should be a complete list of the topics taught in the lab portion of the course.</p> <p>For those courses that combine lecture and lab into a single course, while the course content would list the topic, the lab content should list the demonstrations, activities, and experiments involving that topic in more detail.</p>

Section 8: DE Questions

Please refer to the DE handbook for reference as to how to answer these questions.

Section 9: Curriculum Technician

No action is necessary in this section, leave blank.