

Course Outline Of Record Checklist

Follow the C-ID descriptor if one is available

FORMAT	
Font: Times New Roman	<input type="checkbox"/>
Font Size: 12	<input type="checkbox"/>
PREPARATION & REVIEW	
Names listed as First initial. Last Name (<i>J. Smith</i>)	<input type="checkbox"/>
Date COR Prepared	<input type="checkbox"/>
After C&GE approved- date added by Curriculum Tech	<input type="checkbox"/>
After Board approved- date added by Curriculum Tech	<input type="checkbox"/>
After State approved- semester effective added by Curriculum Tech	<input type="checkbox"/>
COR TITLE	
Course Subject- Full name	<input type="checkbox"/>
Course Subject Prefix (in parenthesis)	<input type="checkbox"/>
Course Number	<input type="checkbox"/>
<i>Under 1000- Non-Degree Applicable</i> <i>Under 1500 - Degree Applicable but Non-transferable</i> <i>Above 1500 - Degree Applicable and transferable</i>	
Course Title	<input type="checkbox"/>
Unit Value (# units)- see COR hours; these must be consistent with unit value	<input type="checkbox"/>
CSU (only transferable courses)	<input type="checkbox"/>
UC- must go through approval; added by Curriculum Tech	<input type="checkbox"/>
FORMERLY	
directly below title line	<input type="checkbox"/>
use brackets []	<input type="checkbox"/>
<u>English (ENGL) 1500 Composition and Reading (3 Units) CSU:UC</u> <u>[formerly English 1A]</u>	
PREREQUISITE/COREQUISITE	
<i>None or</i>	<input type="checkbox"/>
<i>Successful completion of ____ with a grade of ____ or better</i>	<input type="checkbox"/>
<i>Prerequisite knowledge and skills:</i>	
<i>Before entering the course, the student should be able to:</i>	
(Knowledge and skills should be the course objectives for the prerequisite course:)	
ADVISORY	
<i>None or</i>	<input type="checkbox"/>
<i>Eligibility for ____ strongly recommended or</i>	<input type="checkbox"/>
<i>Successful completion of _____ strongly recommended</i>	
COR HOURS	
Total Hours: Hours must correspond to unit value- see Unit to Hours Conversion Chart	<input type="checkbox"/>
<i>example: 48 hours lecture or</i>	
<i>example: 48 hours lab or</i>	
<i>example: 48 hours lecture; 48 hours lab (96 hours total)</i>	
CATALOG DESCRIPTION	

Description of what course covers No language about what the "student will" learn	<input type="checkbox"/>
Special course requirements: Field trips/TB tests/ Pass-no Pass/ Open Entry- Open Exit	
TYPE OF CLASS/COURSE:	
<i>Degree Credit</i> <i>Non-Degree Credit</i> <i>Non-Credit</i>	
TEXTBOOK	
MLA Format	<input type="checkbox"/>
Must be current within last 5 years to be transferable	<input type="checkbox"/>
UC transferable lab courses must have a lab manual	<input type="checkbox"/>
ADDITIONAL REQUIRED MATERIALS	
<i>None or</i> Materials the student need - Broad description. Use syllabi for detail	<input type="checkbox"/>
COURSE OBJECTIVES	
<i>By the end of the course, a successful student will be able to</i> Numbered list	<input type="checkbox"/>
COURSE SCOPE AND CONTENT	
As many units and subunits as needed	
<i>Unit I</i> <i>ABCD</i>	<input type="checkbox"/> <input type="checkbox"/>
Unit I Introduction to Trigonometry A. Angle Measure and Special Triangles B. Properties of Triangles; Similar Triangles C. Trigonometry: A View from the Coordinate Plane D. Fundamental Identities and Families of Identities	
COURSE SCOPE AND CONTENT (Laboratory)	
Lab courses must have separate course scope and content for the lab portion	
<i>Unit I</i> <i>ABCD</i>	<input type="checkbox"/> <input type="checkbox"/>
LEARNING ACTIVITIES REQUIRED OUTSIDE OF CLASS	
<i>The student in this class will spend a minimum of # hours per week outside regular class time doing the following:</i> Numbered list of type of work student is to complete Minimum hours is determined by doubling the number of lecture units	<input type="checkbox"/>
METHODS OF INSTRUCTION	
How the course is being taught- broad language for academic freedom numbered list <i>Example: Lecture, demonstrations, multimedia presentations, group activities, case studies, etc.</i>	<input type="checkbox"/>
METHODS OF EVALUATION	
How the course will be evaluated- broad language for academic freedom numbered list	<input type="checkbox"/>

<i>Example: Exams, homework problems, quizzes, projects, writing assignments, demonstration, etc.</i>	
LABORATORY CATEGORY: EXTENSIVE LABORATORY	
If you believe this class has an extensive lab, copy and paste extensive lab content	<input type="checkbox"/>
SUPPLEMENTAL DATA	
Insert supplemental data into table. See attached Supplemental Data Key for choices.	<input type="checkbox"/>

Supplemental Data Key:

TOP Code:	<i>*For TOP</i> Codes: http://extranet.cccco.edu/Portals/1/AA/BasicSkills/TopTax6_rev0909.pdf
SAM Priority Code:	A: Apprenticeship B: Advanced Occupational C: Clearly Occupational D: Possibly Occupational E: Non-Occupational
Funding Agency:	A: Developed using Economic Development funds B: Partially developed using Economic Development Funds Y: Not Applicable
Program Status:	1: Program Applicable 2: Not Program Applicable
Noncredit Category:	A: English as a Second Language B: Immigrant Education C: Elementary and Secondary Basic Skills D: Health and Safety Education E: Education Programs for Person with Substantial Disabilities F: Parenting Education G: Family and Consumer Sciences H: Education Programs for older adults I: Short-term Vocational Programs with High Employment Potential J: Workforce Preparation Y: Not Applicable; credit course
Course Classification Status:	Y: Credit Course J: Workforce Preparation Enhanced Funding K: Other Noncredit Enhanced Funding L: Non-enhanced funding
Special Class Status:	N: Course is not a special class S: Approved special class
Basic Skills Status:	Basic Skills Course Not Applicable
Prior to College Level:	A: 1 level below transfer B: 2 levels below transfer C: 3 levels below transfer D: 4 levels below transfer E: 5 levels below transfer F: 6 levels below transfer G: 7 levels below transfer H: 8 levels below transfer Y: Not Applicable
Cooperative Work Experience:	C: Part of a cooperative work experience educational program N: Not part of a cooperative work experience educational program
Eligible for Credit by Exam:	Yes No
Eligible for Pass/No Pass:	Yes No