

EXPANDED COURSE OUTLINE

Course Year:

Course Subject:

Course Number:

Course Title:

Units:

C/S Classification #:

Component: (lecture, lab, activity, supervisory, etc.)

Grading Basis: (graded only, CR/NC only, either by student's choice)

Repeat Basis: (may be taken once, taken multiple times, taken multiple times with different topics)

Cross Listed Course: (with another department)

Dual Listed Course: (lower/upper division or undergraduate/graduate)

Major course/Service course/GE Course: (select all that apply)

General Education Area/Subarea: (select all that apply, or NA)

Date Prepared:

Prepared by:

- I. **Catalog Description:**
Give course description exactly as it should appear in the catalog. Describe the course as accurately and concisely as possible.
- II. **Required Background or Experience:**
Give prerequisites, corequisites, and any other background which students must have before enrolling in the class, e.g. upper division status. If there are no prerequisites and/or corequisites, state "none".
- III. **Expected Outcomes:**
List the knowledge, skills, or abilities which students should possess upon completing the course.
 - A. If this is a major course, discuss how these outcomes relate to the mission, objectives and outcomes of the program.
 - B. If this is a general education course, discuss how the course addresses associated GE outcomes.
- IV. **Instructional Materials:**
List the text(s) that may be used, as well as additional references (books, journals, articles, etc.) which would be appropriate materials for this class. The reference list should be current, arranged alphabetically by author and the materials should be listed in accepted bibliographic form.

- V. **Minimum Student Materials:**
List any materials, supplies, equipment, etc., which students must provide, such as notebooks, special clothing or uniforms, safety equipment, locks, sports equipment, etc. Note that students cannot be assessed a fee unless the fee has been approved according to University procedures.
- VI. **Minimum College Facilities:**
List the university facilities/equipment that will be required in order to offer this class, such as gymnastic equipment, special classroom, technological equipment, laboratories, etc.
- VII. **Course Outline:**
Describe specifically what will be included in the course content. This should not be a repetition of the course description but should provide information on specific material to be included in the class, e.g. lecture topics, skills to be taught, etc. This should not be a week-by-week guide unless all instructors are expected to follow that chronological schedule.
- VIII. **Instructional Methods:**
Describe which type(s) of instructional method(s) will be used in class (lecture, demonstrations, etc.). Distinguish those methods that are essential to the course such as the use of particular tools or software from those that are elective. Describe which types of instruction modes are appropriate (face-to-face, hybrid, online).
- IX. **Outcomes Assessment:**
Describe the evaluation methods to be used to evaluate students' learning, i.e. written exams, term papers, projects, participation, quizzes, attendance, etc. Distinguish those methods that all sections must include from those that are optional. If this is a GE course, describe the meaningful writing assignments to be included. Include a matrix to demonstrate how the evaluation methods may be used to assess the course learning outcomes as well as the program and general education learning outcomes, as appropriate.