

**EL CAMINO COLLEGE
COURSE OUTLINE OF RECORD**

I. COURSE DESCRIPTION

Course Title and Number: _____

Descriptive Title: _____

Discipline: _____

Division: _____

Course Length: Full Term Other (specify): _____

Hours Lecture: _____ Hours Laboratory: _____ Course Units: _____

Grading Method: Letter Credit/No Credit Both No Grade

Course Type: Credit, Degree Applicable Credit, Not Degree Applicable Non-Credit

Transfer CSU: Yes Effective Date _____ No

Transfer UC: Yes Approval Date _____ Pending No

Conditions of Enrollment:

Specify Prerequisite Corequisite, Recommended Preparation, Enrollment Limitation or None.

Catalog Description:

II. COURSE OBJECTIVES

List the major objectives of the course. These must be stated in behaviorally measurable terms.

III. OUTLINE OF SUBJECT MATTER

The topics should be detailed enough to enable an instructor to determine the major areas that should be covered and so that the course may have consistency from instructor to instructor and semester to semester.

Approximate Time in Hours

Major Topics

Total:

IV . METHODS OF EVALUATION

A. CREDIT, DEGREE APPLICABLE AND CREDIT, NOT DEGREE APPLICABLE COURSES

Check the PRIMARY method of evaluation for this course.

- Substantial writing assignments
- Problem solving demonstrations (computational or non-computational)
- Skills demonstrations

A minimum of one response in the categories 1, 2, or 3 below, as applicable, is required. However, you may check all that apply.

1. Indicate the types of writing assignments used as primary or secondary methods of evaluation for this course.

- Essay exams
- Reading reports
- Written homework
- Laboratory reports
- Term or other papers
- Other (specify)

2. Indicate the types of problem-solving demonstrations used as primary or secondary methods of evaluation for this course.

- Exams
- Homework problems
- Laboratory reports
- Fieldwork
- Quizzes
- Other (specify)

3. Indicate the types of skill demonstrations used as primary or secondary methods of evaluation for this course.

- Class performance
- Fieldwork
- Performance exams
- Other (specify)

4. If objective exams are also used, check all that apply.

- Multiple choice
- True/false
- Completion
- Other (specify)
- Matching items

B. NON-CREDIT COURSE

Indicate the methods of evaluation that will be used to determine that stated objectives have been met.

V. COURSEWORK

A. TYPICAL ASSIGNMENT

Provide an example of a typical assignment. This assignment must correspond to the PRIMARY method of evaluation indicated in Section IV, Methods of Evaluation. That is, it must be a writing assignment or, if more appropriate, an assignment involving problem solving or skill demonstration.

B. COLLEGE-LEVEL CRITICAL THINKING ASSIGNMENTS

Cite two specific assignments that demonstrate college-level critical thinking. (Required for degree applicable courses only.)

1.

2.

C. WORK OUTSIDE OF CLASS

Two hours work outside of class are required for each hour of lecture or equivalent. Each student in this course will be required to participate in the following work outside of class time. Check all that apply.

- Study
- Answer questions
- Skill practice
- Required reading
- Problem solving activity
- Written work (such as essay/composition/report/analysis/research)
- Journal (done on a continuing basis throughout the semester)
- Observation of or participation in an activity related to course content (such as theatre event, museum, concert, debate, meeting)
- Course is lab only - minimum required hours satisfied by scheduled lab time
- Other (specify)

VI. INSTRUCTIONAL METHODOLOGY

A. Check all planned instructional activities that apply:

- | | |
|---|---|
| <input type="checkbox"/> Lecture | <input type="checkbox"/> Group Activities |
| <input type="checkbox"/> Lab | <input type="checkbox"/> Role play/simulation |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Guest Speakers |
| <input type="checkbox"/> Multimedia presentations | <input type="checkbox"/> Field trips |
| <input type="checkbox"/> Demonstration | <input type="checkbox"/> Other (specify) |

Note: In compliance with Board Policies 1600 and 3410, Title 5 California Code of Regulations, the Rehabilitation Act of 1973, and Sections 504 and 508 of the Americans with Disabilities Act, instructional delivery shall provide access, full inclusion, and effective communication for students with disabilities.

Course Title and Number _____

B. ENROLLMENT LIMITATION

1. Indicate the category which describes the Enrollment Limitation for this course.

- Band/Orchestra
- Theater
- Speech
- Chorus
- Journalism
- Dance
- Intercollegiate Athletics
- Honors Course
- Blocks of Courses
- Other (specify)

2. List Degree and/or Certificate requirements that are met by this course.

3. List all El Camino College courses that also satisfy the requirements listed above in Section B.2.

Originator: _____ Submittal Date: _____

BOARD APPROVAL DATE: _____

Reviewed and/or Revised by:

_____ Date: _____

_____ Date: _____

_____ Date: _____

REQUIRED SIGNATURES FOR NON-CREDIT COURSE

College Curriculum Committee Chair

Vice-President - Academic Affairs

Course Title and Number