

**EL CAMINO COLLEGE  
COURSE OUTLINE OF RECORD**

**I. GENERAL COURSE INFORMATION**

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 \_\_\_\_\_ ☐ Pending ☐ No

Transfer UC: ☐ Yes Approval Date \_\_\_\_\_ ☐ Pending ☐ No

**Conditions of Enrollment:**

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

**Catalog Description:** Must be written in complete sentences.

**II. OUTCOMES AND OBJECTIVES**

**A. COURSE STUDENT LEARNING OUTCOMES** *List 3 student learning outcomes. Provide a short title for each.*

1.

2.

3.

Course Title and Number

**B. COURSE OBJECTIVES** List the major learning objectives for course. These must be stated in behaviorally measurable terms and demonstrate critical thinking skills.

Provide a representative assessment method for each from this list. If you select "other" give an explanation.

Essay Exam	Performance Exams	Objective Exams	Oral Exam	Quizzes
Reading Reports	Written Homework	Laboratory Reports	Fieldwork	Class Performance
Term or Other Papers	Multiple Choice	Completion	Other _____	

**III. OUTLINE OF SUBJECT MATTER** Topics should be detailed enough to enable a qualified instructor to determine the major areas that should be covered as well as ensure consistency from instructor to instructor and semester to semester.

List hours as lecture or lab	Approx Time in Hours	Number each with a Roman numeral. I, II, III, etc.	Major Topics <i>Use outline format. A. List the Topic – Capitalize All Words 1. List Subtopics with Numerals</i>

Course Title and Number

Total Lecture Hours			
Total Laboratory Hours			
Total Hours			

*Add additional fields as necessary.*

**IV . PRIMARY METHODS OF EVALUATION AND SAMPLE ASSIGNMENTS**

**A. PRIMARY METHOD OF EVALUATION**

Check the PRIMARY method of evaluation for this course.

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

**B. TYPICAL ASSIGNMENT USING PRIMARY METHOD OF EVALUATION**

**C. COLLEGE LEVEL CRITICAL THINKING ASSIGNMENTS**

1.

2.

**D. OTHER TYPICAL ASSESSMENT AND EVALUATION METHODS: Select from this list. Use all that apply. *Double click on box to check.***

**A. Check all planned instructional activities that apply:**

- |   |   |
|---|---|
| <input type="checkbox"/> Class Performance              | <input type="checkbox"/> Objective Exam       |
| <input type="checkbox"/> Clinical Evaluation            | <input type="checkbox"/> Oral Exams           |
| <input type="checkbox"/> Completion                     | <input type="checkbox"/> Other Exams          |
| <input type="checkbox"/> Embedded Questions             | <input type="checkbox"/> Performance Exams    |
| <input type="checkbox"/> Essay Exams                    | <input type="checkbox"/> Presentation         |
| <input type="checkbox"/> Fieldwork                      | <input type="checkbox"/> Quizzes              |
| <input type="checkbox"/> Homework Problems              | <input type="checkbox"/> Reading Reports      |
| <input type="checkbox"/> Journal kept throughout course | <input type="checkbox"/> Term or Other Papers |
| <input type="checkbox"/> Laboratory Reports             | <input type="checkbox"/> True/False           |
| <input type="checkbox"/> Matching Items                 | <input type="checkbox"/> Written Homework     |
| <input type="checkbox"/> Multiple Choice                | <input type="checkbox"/> Other (specify)      |

**V. INSTRUCTIONAL METHODS: Select from this list. Use all that apply. *Double click box to check.***

**B. 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.

**VI. WORK OUTSIDE OF CLASS: Select from this list. Use all that apply.**

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.

***Double click box to check.***

- ☐ 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)

**Estimated Study Hours Per Week:**

**This should be 2 hours for each hour of lecture.**

## **VII. TEXTS AND MATERIALS**

### **A. UP-TO-DATE REPRESENTATIVE TEXTBOOKS**

If multiple selections are offered, only representative texts need be listed.

#### **A. REQUIRED TEXTS (title, author, publisher, year)**

#### **B. REQUIRED SUPPLEMENTARY READINGS**

#### **C. OTHER REQUIRED MATERIALS**

## **VIII. CONDITIONS OF ENROLLMENT**

### **A. Requisites (Course and Non-Course Prerequisites and Corequisites)**

<b>Requisites</b>	<b>Category and Justification</b>
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### **B. Requisite Skills**

<b>Requisite Skills</b>
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### **C. Recommended Preparations (Course and Non-Course)**

<b>Recommended Preparation</b>	<b>Category and Justification</b>
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### **D. Recommended Skills**

<b>Recommended Skills</b>
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### **E. Enrollment Limitations**

<b>Enrollment Limitations and Category</b>	<b>Enrollment Limitations Impact</b>
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Course created by

BOARD APPROVAL DATE:

LAST BOARD APPROVAL DATE:

Last Reviewed and/or Revised by