



One College Drive, Blythe CA 92225
(760) 921-5500

Course Control Number:		
Course Outline Approval Dates		
Modality	Curriculum Committee	Board of Trustees
Face-to-face		
Correspondence Ed.		
Distance Ed.		

Course Information

COURSE OUTLINE OF RECORD

Course Initiator:			
CB01 - Subject and Course #:			
CB02 - Course Title:			
New Course: <input type="checkbox"/>		Non-Substantial: <input type="checkbox"/>	
		Substantial: <input type="checkbox"/>	
Articulation Request:	<input type="checkbox"/> UC	<input type="checkbox"/> CSU	<input type="checkbox"/> CSU-GE <input type="checkbox"/> IGETC
Lecture Hours:	Laboratory Hours:	Clinical/Field Hours:	
CB06/CB07: Course Units:			
Prerequisites:			
Co-requisites:			
Advisories:			
CB03 - TOP Code:			
CB04 - Credit Status:			
CB05 - Transfer Status:			
CB08 - Basic Skills Status:			
CB09 - SAM Priority Code:			
CB10 - Cooperative Work:			
CB11 - Course Classification:			
CB13 - Approved Special:			
CB21 - Prior Transfer Level:			
CB22 - Noncredit Category:			
CB23 - Funding Agency:			
CB24- Program Status:			
Transfer Request:			

Please select the appropriate box(s) of the modalities in which this course will be offered, and fill out the appropriate sections for that mode.

- Face-to-Face – Section B
- Correspondence Education – Section C
- Distance Education – Section D

JUSTIFICATION OF NEED:

CATALOG DESCRIPTION:

COURSE OBJECTIVES:

STUDENT LEARNING OUTCOMES:

A. COURSE OUTLINE AND SCOPE

1. Outline of topics or content:

2. If a course contains laboratory or clinical/field hours, list examples of activities or topics:

3. Examples of reading assignments:

4. Examples of writing assignments:

5. Appropriate assignments to be completed outside of class:

6. Appropriate assignments that demonstrate critical thinking:

7. Other assignments (if applicable):

Check if Section B is not applicable

B. FACE-TO-FACE COURSE SECTIONS:

Face-to-face education

Is a mode of delivery in which instruction is delivered in a traditional classroom setting, with instructor and students located simultaneously in the same classroom facility.

1. Describe the methods of instruction.

2. Describe the methods of evaluating student performance.

3. Describe how the confidentiality of the student's work and grades will be maintained.

4. If the course has a lab component, describe how lab work is to be conducted and how student work is to be evaluated.

NOTE: Students will be encouraged by instructors of this course to direct themselves to the College's Disabled Students' Programs and Services (DSP&S) department if they believe they have a learning disability.

Check if Section C is not applicable

C. CORRESPONDENCE EDUCATION COURSE SECTIONS (Correspondence, hybrid correspondence)

Correspondence education

is a mode of delivery in which instructional materials are delivered by mail, courier or electronic transmission to students who are separated from the instructor by distance. Contact between instructor and students is asynchronous.

Hybrid correspondence education

is the combination of correspondence and face-to-face interaction between instructor and student.

1. Describe the methods of instruction.

2. Describe the methods of evaluating student performance.

3. Describe how regular, effective contact between the instructor and a student is maintained.

4. Describe procedures that help verify the individual submitting class work is the same individual enrolled in the course section.

5. Describe procedures that evaluate the readiness of a student to succeed in an online, ITV or hybrid course section.

6. Describe how the confidentiality of the student's work and grades will be maintained.

7. If the course has a lab component, describe how lab work is to be conducted and how student work is to be evaluated.

8. If the course requires specialized equipment, including computer and computer software or other equipment, identify the equipment, and describe how it is to be accessed by students.

Note: Students will be encouraged by instructors of this course to direct themselves to the College's Disabled Students' Programs and Services (DSP&S) department if they believe they have a learning disability.

Check if Section D is not applicable

D. DISTANCE EDUCATION COURSE SECTIONS (online, ITV, hybrid)

Online education

is a mode of delivery in which all instruction occurs online via the Internet. Student and instructor access to email and the Internet is required. Students are required to complete class work using email, chat rooms, discussion boards and other instructional online venues.

Interactive television (ITV)

is a mode of synchronous delivery in which instruction occurs via interactive television (closed circuit).

Hybrid instruction

is a combination of face-to-face instruction and online instruction.

1. Describe the methods of instruction.

2. Describe the methods of evaluating student performance.

3. Describe how regular, effective contact between the instructor and a student is maintained.

4. Describe procedures that help verify the individual submitting class work is the same individual enrolled in the course section.

5. Describe procedures that evaluate the readiness of a student to succeed in a correspondence or hybrid correspondence course section.

6. Describe how the confidentiality of the student's work and grades will be maintained.

7. If the course has a lab component, describe how lab work is to be conducted and how student work is to be evaluated.

8. If the course requires specialized equipment, including computer and computer software or other equipment, identify the equipment, and describe how it is to be accessed by students.

Note: Students will be encouraged by instructors of this course to direct themselves to the College's Disabled Students' Programs and Services (DSP&S) department if they believe they have a learning disability.

E. REPRESENTATIVE TEXTBOOKS AND OTHER READING AND STUDY MATERIALS:

List author, title, and current publication date of all representative materials.

SIGNATURES

COURSE INITIATOR: _____

DATE: _____

DIVISION CHAIR: _____

DATE: _____

LIBRARY: _____

DATE: _____

CHAIR OF CURRICULUM COMMITTEE: _____

DATE: _____

SUPERINTENDENT/PRESIDENT: _____

DATE: _____