

3. ADVISORIES: Current:
Previous, if different:

4. LIMITATIONS ON ENROLLMENT: Current:
Previous if different:

D. CATALOG DESCRIPTION:

(Use complete sentences in this description. Write a well-developed overview of the course topics covered. Also identify the target audience; for example, indicate whether the course satisfies general education or transfer requirements, is required for a major, degree or certificate, licensing or certification exams, etc. Not all of this information may apply to all courses. Catalog descriptions that provide the necessary level of detail typically occupy no more than six lines of text, and so are comparable in length to this instruction set.)

Current:

Previous, if different:

E. SCHEDULE DESCRIPTION:

(Provide a distillation of the catalog description for publication in the course schedule.)

Current:

Previous, if different:

F. FEES:

(Every student must receive material goods of value greater than or equal to the fee amount charged.)

Current: \$ _____

Previous, if different: \$ _____

G. FIELD TRIPS:

(Check "will be required" only if transportation & insurance funding is available.)

Current: WILL _____/ MAY _____/ WILL NOT _____/ BE REQUIRED.

Previous, if different: WILL _____/ MAY _____/ WILL NOT _____/ BE REQUIRED.

H. REPEATABILITY:

(Most degree-applicable courses with a lecture component may be taken only once.)

Current: MAY BE TAKEN: 1 _____/ 2 _____/ 3 _____/ 4 _____/ TIME(S).

Previous, if different: MAY BE TAKEN: 1 _____/ 2 _____/ 3 _____/ 4 _____/ TIME(S).

I. CREDIT BASIS:

Current: LTR _____/ CR-NC _____/ STUDENT OPT _____/ NON-CRD _____/

Previous, if different: LTR _____/ CR-NC _____/ STUDENT OPT _____/ NON-CRD _____/

J. CREDIT BY EXAM:

Current: PETITIONS: MAY BE GRANTED _____/ WILL NOT BE GRANTED _____/

Previous, if different: PETITIONS: MAY BE GRANTED _____/ WILL NOT BE GRANTED _____/

III. COURSE OBJECTIVES:

*(State, in measurable terms, what students should be able to do after completing the course. Each item should begin with a word such as "define," "explain," "analyze," "synthesize," "solve," "argue," etc. A more extensive list of sample verbs is available online at <http://faculty.oxnardcollege.edu/committees/curriculum/bloomtax.asp>. Verbs selected from the more complex competencies of Bloom's taxonomy are preferable to those from less complex competencies. Objectives should broadly relate to the catalog description, meet the stated needs of the course as presented in section **I.B.** of this outline, and not be too advanced or specific. Be concise but complete; typically, ten items are too many, whereas one item is not enough.)*

UPON SUCCESSFUL COMPLETION OF THIS COURSE, THE STUDENT SHOULD BE ABLE TO:

- A.
- B.
- C.
- D.
- E.
- F.
- G.
- H.
- I.
- J.
- K.
- L.

IV. COURSE CONTENT:

(Compile a complete list of topics taught in the course. Arrange the list by topic with sub-headings. This list must be in concordance with the topics presented in the catalog description, but should provide a greater level of detail. Some portion of the content should relate clearly and directly to each one of the course objectives, although there need not be a one-to-one correspondence between objectives and major topics. For a typical course, the level of detail should be such that the list is between half a page and two pages in length.)

TOPICS TO BE COVERED INCLUDE, BUT ARE NOT LIMITED TO:

- A.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
 - 9.
 - 10.
- B.
 - 1.

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

C.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

D.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

E.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

F.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

G.

- 1.

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

H.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

I.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

J.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

K.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

L.

- 1.

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

M.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

N.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

O.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

P.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Q.

- 1.

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

R.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

S.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

T.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

U.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

V.

- 1.

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

W.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

X.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Y.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Z.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

V. METHODS OF INSTRUCTION:

(Stating "lecture" as a method does not provide sufficient detail; instead, please provide instances of the types of activities that may take place during lecture. An example of this would be: "In-class reading of dramatic texts by the instructor and students, followed by instructor-guided interpretation and analysis." In addition to specifying each activity, indicate how it relates to one or more of the course objectives. Instructors have the academic freedom to choose how they will achieve course objectives. If different instructors use different methods, each option should be described fully, including, if used, distance learning methods. Please complete and attach a distance learning appendix form to this outline if part or all of any offered section is taught using distance learning methods; this applies, for example, to television or Internet courses.)

METHODS MAY INCLUDE, BUT ARE NOT LIMITED TO:

- A.
- B.
- C.
- D.
- E.
- F.
- G.
- H.
- I.
- J.
- K.
- L.

VI. METHODS OF EVALUATION AND ASSIGNMENTS:

A. METHODS OF EVALUATION FOR DEGREE-APPLICABLE COURSES:

*(Check any methods used to evaluate students in this course. At least one of these methods must be checked if part 2, item **TITLE 5**, on the cover sheet is answered "ASSOCIATE DEGREE CREDIT (D).")*

WRITTEN ASSIGNMENTS	<i>(Examples: Essays, term papers)</i>	_____ /
PROBLEM-SOLVING ASSIGNMENTS	<i>(Examples: Math-like problems, diagnosis & repair)</i>	_____ /
PHYSICAL SKILLS DEMONSTRATIONS	<i>(Examples: Performing arts, equipment operation)</i>	_____ /

FOR ANY COURSE, IF "WRITTEN ASSIGNMENTS" ABOVE IS NOT CHECKED, EXPLAIN WHY.

Click here & type; specify "Not applicable" if WRITTEN ASSIGNMENTS above is checked

B. TYPICAL GRADED ASSIGNMENTS (METHODS OF EVALUATION):

(Describe typical assignments. Not all assignments need be listed. "Term paper" alone is insufficient; indicate how the selected assignments relate to the course objectives, and state the basis on which they will be graded or evaluated. Make the list long enough so that at least one assignment addresses each course objective; some assignments may simultaneously address more than one objective. The information presented here should make it clear that demonstrated knowledge of required material constitutes a significant portion of the course grade.)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

C. TYPICAL OUTSIDE OF CLASSROOM ASSIGNMENTS:

(For most courses, provide evidence that the intensity of the course requires students to engage in independent study outside of class hours. Give specifics of typical assignments, including titles of readings and topics of writing assignments. Assignments must clearly relate to course objectives and content. This section may be left blank for laboratory or certain activity courses in which all assignments are completed only during class meeting hours.)

1. READING:

- a.
- b.
- c.
- d.
- e.
- f.

2. WRITING:

- a.
- b.
- c.
- d.
- e.
- f.

3. OTHER:

- a.
- b.
- c.
- d.
- e.
- f.

VII. TEXTBOOKS AND INSTRUCTIONAL MATERIALS:

(Please provide author, title, edition, and publisher for all materials listed. Ensure that texts are current and written at college level. Also, including the date of publication is highly advisable for UC-transferable courses.)

A. TEXTBOOK(S); LATEST EDITION OF:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

B. OTHER INSTRUCTIONAL MATERIALS:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

VIII. DISCIPLINE ASSIGNMENT AND ADDITIONAL CERTIFICATIONS:

A. DISCIPLINE ASSIGNMENT:

(Select from State Disciplines List; see <http://faculty.oxnardcollege.edu/committees/curriculum/disciplines.asp>.)

B. ADDITIONAL CERTIFICATIONS:

(Specify additional qualifications, if any, required by statute, regulation, or licensing/certification organizations.)

1. DESCRIPTION OF CERTIFICATION REQUIREMENT:

**2. NAME OF STATUTE, REGULATION, OR LICENSING/CERTIFICATION ORGANIZATION
REQUIRING THIS CERTIFICATION:**