I. CATALOG INFORMATION

A. **Discipline:** _____

B. **Subject Code and Number:** _____

C. **Course Title:** _____ (Number of characters not restricted in CurricUnet)

D. **Credit Course units:** Every 1 hour of lecture per week in a 17.5 week term = 1 unit. Every 3 hours of lab per week in a 17.5 week semester = 1 unit, for more information on units/hours calculations please visit: http://www.moorparkcollege.edu/sites/default/files/files/faculty-staff/committees/curriculum/cor_hours_to_unit_relationship.pdf

   - **Units:** ___
   - **Lecture hours per week:** ___
   - **Lab hours per week:** ___
   - **Variable Units (if applicable):** ___

E. **Student Learning Hours:**
   - **Lecture hours:** (Every 1 hour of classroom time requires 2 hours of study for 17.5 weeks)
     - **Classroom hours:** _______________
     (Example: Three hours of lecture per week for 17.5 weeks = 52.5 hours)
   - **Laboratory/Activity hours:** (Laboratory/activity hours are based on the number of hours of laboratory/activity work in one week in a 17.5 week semester)
     - **Laboratory/Activity Hours:** _______________
     (Example: Three hours of lab per week for 17.5 weeks = 52.5 hours)

   - **Total Combined Hours in a 17.5 week term:** __________
   (Total all of above hours)

F. **Non-Credit Course hours per week:** _____

G. **May be taken a total of:** □1 □2 □3 □4 time(s) for credit
   (If repeatable, please complete Repeatability Justification Section XVIII)

H. **Is the course co-designated (same as) another course:** NO □ YES □
   If YES, designate course Subject Code & Number: _____

I. **Course Description:** (2 Sentences minimum are required for the course description. Each sentence must begin with an action verb. For action verb taxonomy, please visit: http://www.curricunet.com/taxonomy.htm)

J. **Entrance Skills**
   - *Prerequisite:* □No □Yes Course(s) _____
   - *Corequisite:* □No □Yes Course(s) _____
   - *Recommended Preparation:* □No □Yes Course(s) _____
   (*If you have any Prerequisites or Corequisites listed, please complete Prerequisite and/or Corequisite Justification Section XIII)

K. **Other Catalog Information:**

Other catalog info can be formerly courses, certification/exam info, contact information for Nursing, and/or other info that would be placed in the catalog.

Examples: (Formerly RT M50) or (Same as THA M02)
II. COURSE OBJECTIVES *(3 objectives minimum are required for the course objectives)*

Upon successful completion of the course, a student should be able to:

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<tbody>
<tr>
<td>1</td>
<td>First letter is lowercase/ends in period (finishes above sentence).</td>
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<tr>
<td>2</td>
<td>Taxonomy of verbs: <a href="http://www.curricunet.com/taxonomy.htm">http://www.curricunet.com/taxonomy.htm</a></td>
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<tr>
<td>3</td>
<td>Examples:</td>
</tr>
<tr>
<td>4</td>
<td>identify ...</td>
</tr>
<tr>
<td>5</td>
<td>demonstrate...</td>
</tr>
<tr>
<td>6</td>
<td>analyze...</td>
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<td>7</td>
<td>describe...</td>
</tr>
<tr>
<td>8</td>
<td>apply...</td>
</tr>
<tr>
<td>9</td>
<td>derive...</td>
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<tr>
<td>10</td>
<td>perform...</td>
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Methods of evaluation will be consistent with, but not limited by, the following types of examples.

Don’t forget to complete the Methods of Evaluation.

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III. COURSE CONTENT

<table>
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<tr>
<th>Estimated %</th>
<th>TOPIC</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lecture (must total 100%) <em>(For lecture and lecture/lab courses only)</em></td>
<td>Match Outcomes</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>Numbers from</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>Course Obj.</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>Ensure you account for all numbers in your course objectives: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10.</td>
</tr>
</tbody>
</table>

| Laboratory/Activity (must total 100%) *(For lecture/lab courses or lab/activity courses only)* | Numbers from |
| % | Match Outcomes | Course Obj. |
| % | Ensure you account for all numbers in your course objectives: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10. |
IV. **TYPICAL ASSIGNMENTS**

A. **Writing assignments**

Writing assignments are required. Possible assignments may include, but are not limited to:

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<td><em>First letter is lowercase</em> ends in period (finishes above sentence).</td>
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<td>2</td>
<td><em>For writing assignments, refer to action verb taxonomy, please visit: <a href="http://www.curricunet.com/taxonomy.htm">http://www.curricunet.com/taxonomy.htm</a></em></td>
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</table>

Include a minimum of three (3) assignments, and at least one (1) of these assignments is *specific to the course*.

---

B. **Appropriate outside assignments** *(For lecture courses only; not for lab or activity courses)*

Appropriate outside assignments are required. Possible assignments may include, but are not limited to:

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<td>1</td>
<td><em>First letter is lowercase</em> ends in period (finishes above sentence).</td>
</tr>
<tr>
<td>2</td>
<td><em>For appropriate outside assignments, refer to action verb taxonomy, please visit: <a href="http://www.curricunet.com/taxonomy.htm">http://www.curricunet.com/taxonomy.htm</a></em></td>
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</table>

Include a minimum of three (3) assignments, and at least one (1) of these assignments is *specific to the course*.

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C. **Appropriate assignments that demonstrate critical thinking**

Assignments to demonstrate critical thinking are required. Possible assignments may include, but are not limited to:

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<td>1</td>
<td><em>First letter is lowercase</em> ends in period (finishes above sentence)</td>
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<td>2</td>
<td><em>For critical thinking assignments, refer to action verb taxonomy, please visit: <a href="http://www.curricunet.com/taxonomy.htm">http://www.curricunet.com/taxonomy.htm</a></em></td>
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V. **METHODS OF INSTRUCTION**

Methods of instruction may include, but are not limited to: *(Check all that apply)*

- Distance Education* – When any portion of class contact hours is replaced by distance education delivery mode
  (*If you have selected Distance Education, please complete DE Addendum Section XV*)
- Lecture/Discussion
- Laboratory/Activity
- Other (Specify): _____
- Optional Field Trips
- Required Field Trips

"Other" Must be filled out. Include what the instructor will be doing in the course.

Examples:
- Instructor-led group discussions.
- Guest speakers.
- Audio/Visual examples.
- Guest lectures, role play, simulation exercises and seminar discussions.
- Demonstrations.
- PowerPoint presentations and case studies.
- In-class demonstrations.
VI. METHODS OF EVALUATION

Methods of evaluation may include but are not limited to: (Check all that apply)

- Essay Exams
- Problem Solving Exams
- Objective Exams
- Classroom Discussions
- Reports/Papers/Journals
- Projects
- Skill Demonstrations
- Participation
- Other (specify) ___

“Other” Must be filled out. Include how the students will be evaluated in the course. Examples: “Students will present oral presentation or evaluation discussion to support their research paper, reports and projects.”

VII. REPRESENTATIVE TEXTS AND OTHER COURSE MATERIALS

(Include at least 3 textbooks that are no more than 3 years old.)

Format: Author(s). Title with complete subtitle. Edition (if appropriate). Publisher, Date.


If you need assistance with textbooks please contact Librarian, Mary LaBarge mlabarge@vcccd.edu or 805-553-4857

VIII. STUDENT MATERIALS FEE

☐ No  ☐ Yes (If you have materials fees, please complete Student Materials Fee Addendum/Justification Section XVII)

IX. PARALLEL COURSES

List at least 3 comparable lower-division courses from CSU or UC, check the Transfer Statistics listing as it is suggested your courses are chosen from one of the following universities: http://www.moorparkcollege.edu/sites/default/files/files/faculty-staff/committees/curriculum/moorpark_college_transfer_enrollment_statistics_2012-2013.pdf

If no comparable courses are available at either CSU or UC, use other CA community college courses. Consult with the Articulation Officer, if needed.

<table>
<thead>
<tr>
<th>College</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Units</th>
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</tbody>
</table>

If you need assistance please contact Articulation Officer, Letrishia Mai lmai@vcccd.edu or 805-378-1576

X. MINIMUM QUALIFICATIONS

☐ Course requiring a Master’s Degree
☐ Course in Disciplines in which Master’s degree are not expected
☐ Non-Credit Course

Please include the State minimum qualifications found at: http://extranet.cccco.edu/Portals/1/AA/MinQuals/MinimumQualificationsHandbook2012_2014.pdf. This link is also available in the top line of the CurricUnet panel:

[View Minimum Qualifications on Chancellor's website]
XI. ARTICULATION INFORMATION

A. Title V Course Classification:
   1. *This course is designed to be taken either:
      ☐ Pass/No Pass only (no letter grade possible); or
      ☐ Letter grade (P/NP possible at student option)
   2. * Degree status:
      Either ☐ Associate degree applicable; or
      ☐ Non-associate degree applicable

B. Moorpark College General Education:
   1. Do you recommend this course for inclusion on the Associate Degree General Education list?
      YES: ☐ NO: ☐ If YES, what section(s)?
      (Check applicable area(s). If marked, please complete General Education Addendum Section XVI)
      ☐ A1 – Natural Sciences – Biological Science
      ☐ A2 – Natural Sciences – Physical Science
      ☐ B1 – Social and Behavioral Sciences – American History/Institutions
      ☐ B2 – Social and Behavioral Sciences – Other Social Behavioral Science
      ☐ C1 – Humanities – Fine or Performing Arts
      ☐ C2 – Humanities – Other Humanities
      ☐ D1 – Language and Rationality – English Composition
      ☐ D2 – Language and Rationality – Communication and Analytical Thinking
      ☐ E1 – Health/Physical Education
      ☐ E2 – PE or Dance
      ☐ F – Ethnic/Gender Studies

C. California State University (CSU) Articulation:
   1. Do you recommend this course for transfer credit to CSU? YES: ☐ NO: ☐
   2. If YES, do you recommend this course for inclusion on the CSU General Education list?
      YES: ☐ NO: ☐ If YES, which area(s)?
      (Check applicable area(s).)
      A1 ☐ A2 ☐ A3 ☐ B1 ☐ B2 ☐ B3 ☐ B4 ☐
      C1 ☐ C2 ☐ D1 ☐ D2 ☐ D3 ☐ D4 ☐ D5 ☐
      D6 ☐ D7 ☐ D8 ☐ D9 ☐ D10 ☐ E ☐

D. University of California (UC) Articulation:
   1. Do you recommend this course for transfer to the UC? YES: ☐ NO: ☐
   2. If YES, do you recommend this course for the Intersegmental General Education Transfer Curriculum (IGETC)? YES: ☐ NO: ☐
      IGETC Area 1: English Composition
      ☐ English Composition
      ☐ Critical Thinking/English Composition
      ☐ Oral Communication
      IGETC Area 2: Mathematical Concepts and Quantitative Reasoning
      ☐ Mathematical Concepts
      IGETC Area 3: Arts and Humanities
      ☐ Fine Arts
      ☐ Humanities
      IGETC Area 4: Social and Behavioral Sciences
      ☐ Anthropology and Archaeology
      ☐ Economics
      ☐ Ethnic Studies
      ☐ Gender Studies
      ☐ Geography
      ☐ History
      ☐ Interdisciplinary, Social & Behavioral Sciences
      ☐ Political Science, Government & Legal Institutions

*Complete both Sections 1. and 2. Options are radio buttons. Make sure both are filled out.
XII. REVIEW OF LIBRARY RESOURCES

A. What planned assignment(s) will require library resources and use?  
   Must be filled out. Example: “Students will use the Moorpark College Library resources, both print and online, to research ….”

   If you need assistance in this section, please contact Librarian Mary LaBarge mlabarge@vcccd.edu or 805-553-4857.

B. Are the currently held Library resources sufficient to support the course assignment?  
   YES:□ NO:□
   If NO, please list additional library resources needed to support this course.

XIII. PREREQUISITE AND/OR COREQUISITE JUSTIFICATION

(Courses with a Prerequisite and/or Corequisite must justify the requirement in one of the following ways.)

□ A. Sequential course within a discipline.
   Match Outcomes  
   If this option is chosen, please match Outcomes from the pre-requisite course(s).

□ B. Standard Prerequisite or Corequisite required by universities.
   List at least three (3) UC and/or the CSU used in Parallel Courses

□ C. Corequisite is linked to companion course.

□ D. Prerequisite or Corequisite is authorized by legal statute or regulation.
   Code section: _____

□ E. Prerequisite or Corequisite is necessary to protect the students’ health and safety.

□ F. Computation or communication skill is needed.
   If checked, most often used, Mathematics or English, must be clearly connected to the course content for use as a necessary preparation for entry into the course.

□ G. Performance courses: Audition, portfolio, tryouts, etc. needed.
XIV. **WORKPLACE PREPARATION**
Required for career technical courses only. A career technical course/program is one with the primary goal to prepare students for employment immediately upon course/program completion, and/or upgrading employment skills.

Detail how the course meets the Secretary of Labor’s Commission on the Achievement of Necessary Skills (SCANS) areas. (For a description of the competencies and skills with a listing of what students should be able to do, go to: http://www.ncrel.org/sdrs/areas/issues/methods/assessment/as7scans.htm)

The course will address the SCANS competency areas:

1. **Resources:** the students will… **Example:** “allocate appropriate time to complete research and class presentation projects.”
2. **Interpersonal:** the students will… **Example:** “demonstrate leadership skills working with diverse groups of students as a team member in group problem solving activities.”
3. **Information:** the students will… **Example:** “demonstrate the ability to acquire and evaluate information through the use of different research methods e.g., journals, Internet, news media, and legal briefs.”
4. **Systems:** the students will… **Example:** “access Moorpark College Library’s online and print resources.”
5. **Technology:** the students will… **Example:** “be encouraged to use multiple website-based information systems to examine (add your discipline) and obtain appropriate investigatory information.”

The course also addresses the SCANS skills and personal qualities:

1. **Basic Skills:** the students will… **Example:** “have reading, writing and oral presentations and be required to respond to the oral presentations as active listeners.”
2. **Thinking Skills:** the students will… **Example:** “examine current events and participate in critical thinking exercises to problem solve, reason and support their decision-making process.”
3. **Personal Qualities:** the students will… **Example:** “exhibit responsibility and self-management in completing the course assignments in a timely manner; apply ethics in the classroom and in relationship to the (add your discipline).”

XV. **DISTANCE LEARNING COURSE OUTLINE ADDENDUM**

1. **Mode of Delivery** (Check all that apply)
   - [ ] Online (course will be delivered 100% online)
   - [ ] Online with onsite examinations (100% of the instruction will occur online, but examinations and an orientation will be scheduled onsite)
   - [ ] Online/Hybrid (a percentage of instruction will be held online and the remaining percentage of instruction will be held onsite)
   - [ ] Lab activities will be conducted onsite
   - [ ] Other: _____________________________________________________

2. **Need/Justification** (What is the intent in offering the course by distance education?)
   - [ ] Improve General Student Access  [ ] Other:

3. Describe how instructors teaching this course will ensure regular, effective contact with and among students.

   **Example:** “Online instructors will provide lesson plans that require activities such as reading course material from a mandatory textbook and participating in discussion forums or chat room topics. Instructors may also meet with students for study sessions and online office hours using an online communication tool. Instructors will provide students with feedback on the content and quality of assignments and discussion posts. Additionally, instructors may engage students using the following communication activities available in the online classroom: contact students via e-mail within the course shell, by campus e-mail, and/or MyVCCCD; use the "announcement" tool to remind students of important assignments and due dates; provide students with an online schedule of class events using the "calendar" tool in the online course shell.”
4. Describe how instructors teaching this course will involve students in active learning.
   Example: “Instructors may involve students in active learning with the following activities: students may view video lessons and/or text-based lessons corresponding to course content and learning objectives; students may complete homework through the online course, and/or using an interactive online homework system provided by a publishing company; students may engage in internet searches and Library online database resources on topics corresponding to course content and learning objectives; students may test their knowledge with interactive online quizzes; students may interact with the instructor and classmates using an online discussion forum to ask questions; students may submit questions to the instructor by email or ask in person in a virtual classroom; instructor may create student groups or group activities using the online course.”

5. Explain how instructors teaching this course will provide multiple methods of content representation.
   Example: “The following represent the methods by which content may be provided for learning: instructional videos; textbook and professional journals; links to online resources that may include videos, quizzes, text explanations and extensions, and primary documents, and homework assignments.

6. Describe how instructors teaching this course will evaluate student performance.
   Example: “Students may take objective and essay exams in an online teaching environment. Students may be required to do the following assignments: complete reflective writing assignments focused on application of course content; develop, implement, and evaluate; complete regular online quizzes; complete written assignments related to key course concepts; participate in online discussion forums.”

XVI. General Education Course Outline Addendum

General Education Division of Learning [check all applicable boxes]:

- Natural Sciences
  - Biological Science
  - Physical Science
- Social and Behavioral Sciences
  - American History/Institutions
  - Other Social Science
- Humanities
  - Fine or Performing Arts
  - Other Humanities
- Language and Rationality
  - English Composition
  - Communication and Analytical Thinking
- Health/Physical Education
- Ethnic/Women’s Studies

Check either Option #1 or Option #2

- OPTION #1: Moorpark College has already received approval from the CSU and/or UC systems for this course to fulfill a GE requirement. Note: This option applies only to technical revisions and updated courses.

- OPTION #2: Moorpark College has not received approval from the CSU and/or UC systems for this course to fulfill a GE requirement. This option applies to all new and substantively revised courses.

In the space below, please explain how the course meets the applicable definition of the selected GE Divisions(s) of Learning, and satisfies one or more of the GE objectives included in the Moorpark College General Education Philosophy.
XVII. Student Materials Fee Addendum

Fee Amount: $_____

This fee is needed to (Complete sentence)

The answers to all five of the following questions must be Yes for a materials fee to be required of students.

Yes  No

☐  ☐  1. Are the materials required in this course?
☐  ☐  2. Are the materials tangible personal property?
☐  ☐  3. Are the materials owned or controlled by the student?
☐  ☐  4. If the material is solely available from the district (e.g., packet of hand-outs), does the student's cost equal only the district's actual cost?
☐  ☐  5. Does the material have continuing value outside the classroom?

XVIII. Repeatability Justification – Title 5, Section 55041

Please check all that apply:

☐  1. This is a course in which the "content differs" each time the course is offered. Submit two most recent syllabi to demonstrate that the course content has changed. For the course in which the content may change significantly after a period of time, there must be a mechanism for ensuring that when a student wants to re-enroll, the content is different from the last time the student took the course. Indicate in the course description the circumstances that would permit repetition.

☐  2. This is an activity course where the student meets course objectives by repeating a primary educational activity and the student gains an expanded educational experience each time the course is repeated for the following reasons:
   _____ Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or
   _____ Active participatory experience in individual study for group assignments is the basic means by which learning objectives are obtained.

   NOTE: Foreign language courses, for-credit ESL courses, and non-degree-applicable basic skills courses are NOT considered "activity courses" and therefore cannot be repeated.

☐  3. This is a physical education activity course.

   NOTE: Activity courses which involve the same primary educational activity (e.g., golf) or different levels of the same activity (e.g., beginning and intermediate golf), must combine all enrollments across all of these similar courses for purposes of the four enrollment repeatability limitation. In other words, a student may not enroll in beginning and intermediate golf four times each, but may enroll in these golf courses for a total of four times.

☐  4. This is a visual or performing arts courses in music, fine arts, theater or dance.

   NOTE: An exception is made for activity courses in the visual and performing arts in the same area (e.g., piano) that are a part of a transfer sequence (documentation maybe required). Students may repeat each level of each course (e.g., Piano 1, 2 and 3) up to three times for a total of four enrollments in each course.