



MOORESTOWN COLLEGE

## CURRICULUM APPROVAL PROCESS: LEVELS OF SCRUTINY

	New Courses	Substantive Revisions	Technical Revisions	Outline Updates	Course Deletions/Inactivations
Types of Changes	Honors Courses	Title (major)	Course ID clean-up	Title (minor)	Course Deletions
	New Courses	Units/Hours (increase)	Units/Hours (decrease)	Description (minor)	Course Inactivations
		Description (major)	Pre-Req/Co-Req (correction/delete)	Text (minor/update)	
		Pre-Req/Co-Req (added)	Recommended Prep		
		Course Repetition (added/increased)	Co-Listing		
		Fees (added)	Pass/No Pass		
			Not Degree Applicable		
			Transfer Credit		
			Distance Education		
			Field Trips (required/removed)		
			Course Repetition (removed/reduced)		
			Other		
Levels of Scrutiny	Honors				
	GE Validation	GE Validation	GE Validation	GE Validation	
	Tech Review	Tech Review	Tech Review	Tech Review	Tech Review
	Curriculum Committee	Curriculum Committee	Curriculum Committee	Curriculum Committee	Curriculum Committee
	DTRW	DTRW			
	BOT	BOT			
	State	State			
	Banner Entry	Banner Entry	Banner Entry	Banner Entry	Banner Entry

## Title 5, Section 55002.5 Hours to Unit Relationship

# **COURSE OUTLINE OF RECORD** **HOOR CALCULATION FOR 17.5 WEEK SEMESTER**

**3 TYPES OF COURSES:****1. LECTURE:**

1 unit lecture course = 1 hour in class, plus 2 hours out of class study (3 hours weekly)

**2. LABORATORY:**

1 unit laboratory course = 3 hours in class only (3 hours weekly)

**3. LECTURE and LABORATORY:**

4 units (3 units Lecture and 1 unit Lab) = 3 hours lecture, plus 6 hours out of class study and 3 hours laboratory ( 12 hours weekly)

**1. LECTURE:**

LECTURE					
<i>The following chart is based on a 17.5 week semester</i>					
Units	Weekly Lecture (In Class) Hours	Weekly Study (Out of Class) Hours	Total Semester Contact (In Class) Hours	Total Semester (Out of Class)Hours	Total Semester Hours (in class + out of class)
.5	.5	1	8.75 hours	17.5 hours	<b>26.25 hours</b>
1.0	1	2	17.5 hours	35 hours	<b>52.50 hours</b>
1.5	1.5	3	26.25 hours	52.50 hours	<b>78.75 hours</b>
2.0	2	4	35 hours	70 hours	<b>105 hours</b>
2.5	2.5	5	43.75 hours	87.50 hours	<b>131.25 hours</b>
3.0	3	6	52.5 hours	105 hours	<b>157.50 hours</b>
3.5	3.5	7	61.25 hours	122.50 hours	<b>183.75 hours</b>
4.0	4	8	70 hours	140 hours	<b>210 hours</b>
4.5	4.5	9	78.75 hours	157.50 hours	<b>236.25 hours</b>
5.0	5	10	87.5 hours	175 hours	<b>262.50 hours</b>
5.5	5.5	11	96.25 hours	192.50 hours	<b>288.75 hours</b>
6.0	6	12	105 hours	210 hours	<b>315 hours</b>
8.0	8	16	140 hours	280 hours	<b>420 hours</b>

2. LABORATORY:

UNITS	LABORATORY	
	<i>The following chart is based on a 17.5 week semester</i>	
Units	Weekly Laboratory (In Class) Hours	Total Semester Hours
.5	1.5 hours	26.25 hours
1.0	3 hours	52.50 hours
1.5	4.5 hours	78.75 hours
2.0	6 hours	105 hours
2.5	7.5 hours	131.25 hours
3.0	9 hours	157.50 hours
3.5	10.5 hours	183.75 hours
4.0	12 hours	210 hours
4.5	13.5 hours	236.25 hours
5.0	15 hours	262.50 hours
5.5	16.5 hours	288.75 hours
6.0	18 hours	315 hours
8.0	24 hours	420 hours

**3. LECTURE and LABORATORY COMBINATION COURSE:**

For all lecture and laboratory combination courses, the total semester hours **must** be reflected in the COR to include hours for in-class study (lecture content), out of class study (outside assignments) and laboratory (lab content).

**3 Unit Combination Course Variations**

**3 Units (.5 unit lecture, 2.5 unit laboratory)** = .5 hour lecture (plus 1 hours of out of class), and 7.5 hours laboratory.

**Total Weekly Hours = 9/ Total Semester Hours = 157.75**

*Catalog description*

Hours: .5 lecture, 7.5 laboratory (**8 weekly contact hours**)

**3 Units (1 unit lecture, 2 unit laboratory)** = 1 hour lecture (plus 2 hours of out of class), and 6 hours laboratory

**Total Weekly Hours = 9/ Total Semester Hours = 157.75**

*Catalog description*

Hours: 1 lecture, 6 laboratory (**7 weekly contact hours**)

**3 Units (1.5 unit lecture, 1.5 unit laboratory)** = 1.5 hour lecture (plus 3 hours of out of class), and 4.5 hours laboratory

**Total Weekly Hours = 9/ Total Semester Hours = 157.75**

*Catalog description*

Hours: 1.5 lecture, 4.5 laboratory (**6 weekly contact hours**)

**3 Units (2 unit lecture, 1 unit laboratory)** = 2 hour lecture (plus 4 hours of out of class), and 3 hours laboratory

**Total Weekly Hours = 9/ Total Semester Hours = 157.75**

*Catalog description*

Hours: 2 lecture, 3 laboratory (**5 weekly contact hours**)

**3 Units (2.5 unit lecture, .5 unit laboratory)** = 2.5 hour lecture (plus 5 hours of out of class), and 1.5 hours laboratory

**Total Weekly Hours = 9/ Total Semester Hours = 157.75**

*Catalog description*

Hours: 2.5 lecture, 1.5 laboratory (**4 weekly contact hours**)

Reference: **Title 5, Section 55002.5** - *Program and Course Approval Handbook (PCAH)* 2013.

# Alphabetical List of Acronyms

<b>Acronym</b>	<b>Definition</b>
<b>AA</b>	Associate in Arts
<b>AA-T</b>	Associate in Arts for Transfer
<b>ACCJC</b>	Accreditation Commission for Community and Junior Colleges
<b>AS</b>	Associate in Science
<b>AS-T</b>	Associate in Science for Transfer
<b>ASCCC</b>	Academic Senate for California Community Colleges
<b>ASSIST</b>	Articulation System Stimulating Interinstitutional Student Transfer
<b>C-ID</b>	Course Identification
<b>CAHSEE</b>	California High School Exit Exam
<b>CB</b>	Course Basic
<b>CCC</b>	California Community Colleges
<b>CDCP</b>	Career Development and College Preparation
<b>COR</b>	Course Outline of Record
<b>CPEC</b>	California Postsecondary Education Commission
<b>CSU</b>	California State University
<b>CSU-GE-Breadth</b>	California State University General Education – Breadth
<b>CTE</b>	Career Technical Education
<b>DAS</b>	Division of Apprenticeship
<b>DED</b>	Data Element Dictionary
<b>DSPS</b>	Disabled Students Programs and Services
<b>EDD</b>	Employment Development Department
<b>ESL</b>	English as a Second Language
<b>ETAC</b>	Educational Technologies Advancement Committee
<b>FII</b>	Fund for Instructional Improvement
<b>FTES</b>	Full-time Equivalent Students
<b>HBA</b>	Hours by Arrangement
<b>ICAS</b>	Intersegmental Committee of Academic Senates
<b>IGETC</b>	Intersegmental General Education Transfer Curriculum
<b>JAC</b>	Joint Apprenticeship Committee
<b>LMI</b>	Labor Market Information
<b>LMID</b>	Labor Market Information Division
<b>MIS</b>	Management Information Systems
<b>NPA</b>	Nursing Practice Act
<b>OES</b>	Occupational Employment Statistic
<b>PCAH</b>	Program and Course Approval Handbook
<b>RN</b>	Registered Nurse
<b>RSI</b>	Related and Supplemental Instruction

## Alphabetical List of Acronyms

<b>Acronym</b>	<b>Definition</b>
<b>SACC</b>	System Advisory Committee on Curriculum
<b>SAM</b>	State Administrative Manual
<b>SB</b>	Senate Bill
<b>SCANS</b>	Secretary of Labor's Commission on Achieving Necessary Skills
<b>SOC</b>	Standard Occupational Classification
<b>STEM</b>	Science, Technology, Engineering and Mathematics
<b>TBA</b>	To be Arranged
<b>TCSU</b>	Transfer California State University (CSU)
<b>TMC</b>	Transfer Model Curriculum
<b>TOP</b>	Taxonomy of Programs
<b>UC</b>	University of California
<b>WASC</b>	Western Association of Schools and Colleges