

## Viewing: **HED M05 : First Aid, CPR, AED & Emergency Procedures**

Last approved: 04/06/22 10:28 am

Last edit: 11/01/21 1:15 pm

### Programs

referencing this  
course

[MC 2019-2020 General Education Requirements](#)

[Kinesiology, Associate in Arts for Transfer \(AA-T\)](#)

[Nutrition and Dietetics, Associate in Science for Transfer \(AS-T\)](#)

[MC 2020-2021 General Education Requirements](#)

[General Education Requirements 2022-2023](#)

[CSU GE-Breadth, Certificate of Achievement \(COA\)](#)

[Exercise Science, Associate in Science \(AS\)](#)

[UC Transfer Course Agreement \(UC TCA\)](#)

[Exercise Science: Fitness Specialist, Certificate of Achievement \(COA\)](#)

[MC 2021-2022 Associate Degree in GS Patterns II and III](#)

[2019-2020 CSU GE-BREADTH](#)

### Other Courses

referencing this  
course

#### As A Banner Equivalent:

[DA R105 : First Aid/Personal Safety](#)

[HED R105 : CPR, AED, First Aid, and Personal Safety](#)

[KIN V80 : First Aid, Safety, AED, and CPR for the Professional](#)

### History

1. Nov 19, 2020 by Deena Friedlander (dfriedlander)
2. Apr 6, 2022 by Ana Barcenas (abarcenas)

Originator abarcenas

Co-Contributor(s)

College Moorpark College

Division MC ACCESS, KIN, Athletics, Math & DE

Department Health Education/Kinesiology (1063)

Revision Type            General Revision

Need Statement (new courses only), or Justification/Reason for Change:

3/22/2021: Edits due to out of sync message. ~AB

Attach Support

Documentation (as  
needed)

Discipline (CB01A)      HED - Health Education

Course Number          M05  
(CB01B)

Course Title (CB02)    First Aid, CPR, AED & Emergency Procedures

Banner/Short Title      First Aid, CPR, & Emer Proced

Credit Type              Credit

Start Term                Fall 2021

Co-listed (Same-as)  
Course(s)

Formerly

Formerly

Catalog Course

Description

Introduces the background knowledge and practical skills necessary for rendering assistance in emergency and sudden illness First Aid situations. Evaluates lifestyle for health and safety concerns and sets appropriate personal goals for achieving a safer and healthier lifestyle.

Additional Catalog

Notes

A \$9.00 materials fee will be assessed at registration for Emergency Care and Safety Institute (ECSI) Certification for Adult CPR & AED, and Child and Infant CPR.

Additional historical  
relevant notes on  
this course

Taxonomy of Programs (TOP) Code (CB03)

0837.00 - Health Education

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

A (Transferable to both UC and CSU)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

E - Non-Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience  
Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

Will not be required

Grading method (L) Letter Graded

Alternate grading methods

(O) Student Option- Letter/Pass

(P) Pass/No Pass Grading

Does this course require an instructional materials fee?

Yes

Fee Amount 9.00

What personal property or material does the student need that the fee pays for?

The student fee pays for the CPR/First Aid card through ECSI, printing/color ink costs, replacement lungs for the manikins, and manikin/AED supplies.

Identify a specific course objective that cannot be met but for the use of the materials at issue.

Describe and demonstrate adult, child, and infant cardiopulmonary resuscitation and the use of an AED (automated external defibrillator).

Describe how the material has continuing value outside the classroom.

Student will use hands on learning to demonstrate their CPR/First Aid skills to earn certification and to be prepared for emergencies in their home, school, and communities.

Is the amount of materials the students must supply, or the amount that they receive in exchange for the fee that is charged, consistent with the amount of material necessary to meet the required objectives of the course?

Yes

If students pay a fee rather than furnishing their own materials, why do they have to pay a fee rather than supply the materials themselves? Is the district/college the only source of the materials? If not, is there a health or safety reason for the district/college to supply the materials? If not, will the district/college supply the materials more cheaply than they can be obtained elsewhere, AND at the district's/college's actual cost?

The CPR supplies are ordered by the Department and instructors who teach the course are performing manikin maintenance every semester to replace lungs in all manikins, clean the manikins, and to ensure that the manikins and all supplies are in good working order. The CPR/First Aid card through ECSI needs to be approved by the instructor and ordered by the instructor.

Specify the month and year in which the fee amount, or list of material provided, was reviewed by the host department to ensure that the preceding standards continue to be met.

September 2020

Repeatable for Credit No

Is this course part of a family? No

## Units and Hours

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Carnegie Unit Override No

### In-Class

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Lecture	Minimum Contact/In-Class Lecture Hours	52.5	Maximum Contact/In-Class Lecture Hours
52.5			

Activity	Minimum Contact/In-Class Activity Hours		Maximum Contact/In-Class Activity Hours
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Laboratory	Minimum Contact/In-Class Laboratory Hours		Maximum Contact/In-Class Laboratory Hours
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### Total in-Class

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Total in-Class	Total Minimum Contact/In-Class Hours	52.5	Total Maximum Contact/In-Class Hours
52.5			

### Outside-of-Class

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Internship/Cooperative Work Experience

Paid	Minimum Paid Internship/Cooperative Work Experience Hours	Maximum Paid Internship/Cooperative Work Experience Hours
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Unpaid	Minimum Unpaid Internship/Cooperative Work Experience Hours	Maximum Unpaid Internship/Cooperative Work Experience Hours
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**Total Outside-of-Class**

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Total Outside-of-Class	Minimum Outside-of-Class Hours	105	Maximum Outside-of-Class Hours
	105		

**Total Student Learning**

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Total Student Learning	Total Minimum Student Learning Hours	157.5	Total Maximum Student Learning Hours
157.5			

Minimum Units (CB07)	3	Maximum Units (CB06)	3
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Prerequisites

Corequisites

Advisories on  
Recommended  
Preparation

Limitations on  
Enrollment

**Entrance Skills**

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Student Learning  
Outcomes (CSLOs)

Upon satisfactory completion of the course, students will be able to:	
1	describe adult, child, and infant cardiopulmonary resuscitation and the use of an AED.
2	identify the key components of CPR and blocked airway procedures.
3	describe the basic components of health and wellness.

## Course Objectives

	Upon satisfactory completion of the course, students will be able to:
1	describe and demonstrate assessment of a victim's injuries and medical emergencies and how the emergency action plan would be applied.
2	describe the signs and symptoms associated with common medical emergencies and demonstrate the first aid care that is needed in common medical emergencies.
3	describe and demonstrate adult, child, and infant cardiopulmonary resuscitation and the use of an AED (automated external defibrillator).
4	describe and demonstrate care procedures for soft tissue, burns, and extremity injuries.
5	discuss and demonstrate bandaging and splinting techniques.
6	describe and demonstrate emergency rescue techniques.
7	evaluate their lifestyle for health and safety concerns and set appropriate personal goals for achieving a safer and healthier lifestyle.

## Course Content

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Lecture/Course

Content

**(30%) Musculoskeletal injuries.**

Head, spine, bone, and joint.

**(70%) Health lifestyles and safety measures.**

People with special needs: bandaging, splinting, immobilization, and rescue techniques.

Poisoning: basic, food, bites, and stings.

Wounds and infections: identification, prevention, and treatment.

Bleeding, shock, and anaphylaxis.

Basic life support procedures; artificial ventilation, blocked airway, choking, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED).

Legal aspects of first aid.

Sudden illness situations: heart problems, stroke, diabetic, asthma, seizures.

Burns: thermal, chemical, electrical, and radiation.

Head, chest, and abdominal injuries.

Body systems Emergency action procedures and victim assessment.

Laboratory or

Activity Content

n/a

## Methods of Evaluation

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Which of these methods will students use to demonstrate proficiency in the subject matter of this course?  
(Check all that apply):

- Written expression
- Problem solving exercises
- Skills demonstrations

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

- Clinical demonstration
- Essay exams
- Objective exams
- Oral analysis/critiques
- Problem-solving exams
- Reports/papers
- Simulations
- Skills demonstrations
- Other (specify)
- Classroom Discussion
- Projects
- Participation
- Reports/Papers/Journals

Other

- Online Discussion with a Case Study Analysis

## Instructional Methodology

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Specify the methods of instruction that may be employed in this course

- Audio-visual presentations
- Case studies
- Class activities
- Class discussions
- Clinical demonstrations
- Collaborative group work
- Computer-aided presentations
- Demonstrations



Distance Education  
 Group discussions  
 Instructor-guided interpretation and analysis  
 Internet research  
 Lecture  
 Role-playing  
 Small group activities

Describe specific examples of the methods the instructor will use:

The instructor will use PowerPoint presentations, recorded lectures, skill demonstration, and course content within the Canvas shell. The skills demonstration component of class will be performed as a group in a live format.

### Representative Course Assignments

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#### Writing

##### Assignments

Assessments of their lifestyle for health and safety concerns.

First aid scenarios demonstration requiring a written report. Student must analyze factors such as: scene safety, type of emergency, and/or number of victims to determine what action is warranted.

#### Critical Thinking

##### Assignments

Evaluation of emergency scenarios in which students must analyze site safety, type of emergency, injuries, resources available, treatment required, and demonstrate care given.

Development of a home first aid kit and home emergency and safety plans which reflect their family's needs and lifestyle.

Assessment of life support problems, development of an emergency action plan, and demonstration of procedures.

#### Reading

##### Assignments

Assigned reading of techniques for CPR.

Assigned reading from online resources.

#### Skills

##### Demonstrations

Live demonstration of practical skills such as CPR and Severe Airway Obstruction for adult, child, and infant, bandaging and splinting practical.

AED demonstration for adult, child, and infant.

#### Problem-Solving

##### and Other

Assignments (if applicable)

## Outside Assignments

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Representative

Outside

Assignments

Develop a home First Aid Kit.

Discuss Posts on typical first aid situations.

Analyze content from Canvas shell including recorded lectures, instructional videos, and informational pages.

Read Internet or other online articles reviewing current discussion topics.

Practice for practical demonstrations of first aid, CPR, and choking techniques.

### Articulation

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C-ID Descriptor      KIN 101  
Number

Status                      Approved

Additional C-ID  
Descriptor(s)

Equivalent Courses  
at 4 year  
institutions

University	Course ID	Course Title	Units
CSU Northridge	HSCI 170	Emergency Health Procedures	2
CSU Dominguez Hills	KINE 218	First Aid and Cardiopulmonary Resuscitation	3
CSU Long Beach	KIN 210	Advanced Emergency Care	3

Comparable              HED R105 - CPR, AED, First Aid, and Personal Safety

Courses within the      KIN V80 - First Aid, Safety, AED, and CPR for the  
VCCCD                      Professional

Equivalent Courses  
at other CCCs

College	Course ID	Course Title	Units
Riverside City College	KIN 30	First Aid and CPR	3
Citrus College	KIN 177	First Aid-Responding to Emergencies	3

Attach Syllabus

## District General Education

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Select the area where the course is being proposed or is already approved. Check all applicable areas. The area definition criteria are governed by Title 5, CSUCO, UCOP, and/or applicable authorities. See the articulation officer for the latest information.

### A. Natural Sciences

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#### A1. Biological Science

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

#### A2. Physical Science

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

### B. Social and Behavioral Sciences

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#### B1. American History/Institutions

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

## B2. Social and Behavioral Sciences

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

## C. Humanities

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### C1. Fine/Performing Arts

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

### C2. Humanities

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

## D. Language and Rationality

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### D1. English Composition

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

D2. Communication/Analytical Thinking

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

**E. Health and Physical Education/Kinesiology**

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E1. Health Education

Approved

Date Proposed:

Date Approved: F1995

Date Denied:

Reason Denied:

Effective term:

E2. Physical Education

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

**F. Ethnic Studies/Gender Studies**

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F. Ethnic Studies/Gender Studies

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Course is CSU transferable	Yes
CSU Baccalaureate List effective term:	F1995

## CSU GE-Breadth

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Select whether a course is being proposed for a particular area(s) or is already approved. Check all applicable areas. The area definition criteria are governed by Title 5, CSUCO, UCOP, and/or applicable authorities. See the articulation officer for the latest information.

### Area A: English Language Communication and Critical Thinking

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#### A1 Oral Communication

Date submitted to ASSIST: MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

#### A2 Written Communication

Date submitted to ASSIST: MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

A3 Critical Thinking

Date submitted to ASSIST: MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

**Area B: Scientific Inquiry and Quantitative Reasoning**

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B1 Physical Science

Date submitted to ASSIST: MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

B2 Life Science

Date submitted to ASSIST: MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

B3 Laboratory Activity

Date submitted to ASSIST:

MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

B4 Mathematical/Quantitative Reasoning

Date submitted to ASSIST:

MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

**Area C: Arts and Humanities**

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C1 Arts: Arts, Cinema, Dance, Music, Theater

Date submitted to ASSIST:

MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:



Reason Denied:

Effective term:

Expiration term:

Attach File

C2 Humanities: Literature, Philosophy, Languages Other than English

Date submitted to ASSIST:

MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

**Area D: Social Sciences**

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D Social Sciences

Date submitted to ASSIST:

MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

**Area E: Lifelong Learning and Self-Development**

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E Lifelong Learning and Self-Development

Approved

Date submitted to ASSIST:

MM/DD/YYYY

Date Proposed:

Date Approved:

F1995

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

**Area F: Ethnic Studies**

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F Ethnic Studies

Date submitted to ASSIST:

MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

**CSU Graduation Requirement in U.S. History, Constitution and American Ideals:**

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Indicate whether the course is being proposed to meet one of the following requirements. Approvals, denials, and dates are to be entered by the Articulation Officer.

US - 1: Historical development of American Institutions and Ideals

Date submitted to ASSIST:

MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

US - 2: U.S. Constitution and Government

Date submitted to ASSIST:

MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

US - 3: California State and Local Government

Date submitted to ASSIST:

MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

## UC TCA

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Indicate whether the course is being proposed for the University of California Transfer Course Agreement (UC TCA) or is already approved. The effective term is to be entered by the Articulation Officer.

UC TCA

Date submitted to ASSIST:

MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

## IGETC

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Select whether a course is being proposed for a particular area(s) or is already approved. Check all applicable areas. The area definition criteria are governed by Title 5, CSUCO, UCOP, and/or applicable authorities. See the articulation officer for the latest information.

### Area 1: English Communication

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#### Area 1A: English Composition

Approved

Date submitted to ASSIST:

MM/DD/YYYY

Date Proposed:

Date Approved:

F1995

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

#### Area 1B: Critical Thinking and Composition

Date submitted to ASSIST:

MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

Area 1C: Oral Communication

Date submitted to ASSIST: MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

**Area 2A: Mathematical Concepts & Quantitative Reasoning**

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Area 2A: Mathematical Concepts & Quantitative Reasoning

Date submitted to ASSIST: MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

**Area 3: Arts and Humanities**

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Area 3A: Arts

Date submitted to ASSIST: MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

Area 3B: Humanities

Date submitted to ASSIST:

MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

**Area 4: Social and Behavioral Sciences**

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Area 4: Social and Behavioral Sciences

Date submitted to ASSIST:

MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

**Area 5: Physical and Biological Sciences**

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Area 5A: Physical Science

Date submitted to ASSIST: MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term: Expiration term:

Attach File

Area 5B: Biological Science

Date submitted to ASSIST: MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term: Expiration term:

Attach File

Area 5C: Laboratory Science

Date submitted to ASSIST: MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term: Expiration term:

Attach File

**Area 6: Languages Other than English (LOTE)**

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Area 6: Languages Other than English (LOTE)

Date submitted to ASSIST: MM/DD/YYYY

Date Proposed:

Date Approved:

Date Denied:

Reason Denied:

Effective term:

Expiration term:

Attach File

## Textbooks and Lab Manuals

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Resource Type Textbook

Classic Textbook Yes

### Description

Thygerson, Alton L., and Steven M. Thygerson. *First Aid, CPR and AED. Advanced. 7th ed.*, Jones and Bartlett Learning, 2017.

Resource Type Textbook

Classic Textbook

### Description

American Red Cross. *First Aid/CPR/AED Participant's Manual. 3rd ed.*, StayWell, 2017.

Resource Type Textbook

Classic Textbook

### Description

American Red Cross. *Responding to Emergencies: Comprehensive First Aid/CPR/AED.* StayWell, 2017.



## Library Resources

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Assignments  
requiring library  
resources

Research using the Library's print and online resources, as well as reputable Internet sources.

Sufficient Library Resources exist      Yes

Example of  
Assignments  
Requiring Library  
Resources

Access library resources to locate and read articles reviewing current discussion topics relating to first aid, CPR and emergency procedures.

## Distance Education Addendum

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### Definitions

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Distance Education      Hybrid (1%–50% online)  
Modalities                  Hybrid (51%–99% online)  
   100% online is a temporary emergency approval ONLY

### Faculty Certifications

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Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

**Regular Effective/Substantive Contact**

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Hybrid (1%–50%  
online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Other DE (e.g., recorded lectures)	Instructor may record the lectures and post them for students to view within a specified time frame to be ready for the accompanying assignments and discussions. Instructor may also post a video or link to a video for students to view within a specified time frame to complete accompanying assignments and discussions.
Asynchronous Dialog (e.g., discussion board)	Instructor will post discussions for students to post their thoughts and reflections. Students will also have to respond to a minimum of two classmates. Instructor will email students with announcements about the course or an upcoming event. Students in turn may email the instructor with their questions or concerns.
E-mail	Instructor will email students with announcements about the course or an upcoming event. Students in turn may email the instructor with their questions or concerns. Students will email their programs and projects to the instructor.
Face to Face (by student request; cannot be required)	Students will have the option to meet the instructor to get one-on-one help. Help may include lecture clarification, review of assignments, and extra preparation for exams.
Synchronous Dialog (e.g., online chat)	Instructor may be available on a certain day or days of the week within a certain time frame to help students and answer their questions via an online chat or video conferencing technology.

Method of Instruction	Document typical activities or assignments for each method of instruction
Video Conferencing	Instructor may be available on a certain day or days of the week within a certain time frame to help students and answer their questions via live video conferencing. Furthermore, the instructor may lead an online lecture during a consistent time frame via Zoom or any other video conferencing tool.
Telephone	Instructor may provide a phone number for the students where they can leave a voicemail and expect a call back within 24 hours.

Hybrid (51%–99%  
online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Other DE (e.g., recorded lectures)	Instructor may record the lectures and post them for students to view within a specified time frame to be ready for the accompanying assignments and discussions. Instructor may also post a video or link to a video for students to view within a specified time frame to complete accompanying assignments and discussions. Live Skills Certification class Recorded Lectures ECSI Instructional Videos Online Assignments
Asynchronous Dialog (e.g., discussion board)	Instructor will post discussions for students to post their thoughts and reflections. Students will also have to respond to a minimum of two classmates. Instructor will email students with announcements about the course or an upcoming event. Students in turn may email the instructor with their questions or concerns.
E-mail	Instructor will email students with announcements about the course or an upcoming event. Students in turn may email the instructor with their questions or concerns. Students will email their programs and projects to the instructor.

Method of Instruction	Document typical activities or assignments for each method of instruction
Face to Face (by student request; cannot be required)	Students will have the option to meet the instructor to get one-on-one help. Help may include lecture clarification, review of assignments, and extra preparation for exams.
Video Conferencing	Instructor may be available on a certain day or days of the week within a certain time frame to help students and answer their questions via live video conferencing. Furthermore, the instructor may lead an online lecture during a consistent time frame via Zoom or any other video conferencing tool.
Telephone	Instructor may provide a phone number for the students where they can leave a voicemail and expect a call back within 24 hours.

100% online

Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Other DE (e.g., recorded lectures)	Instructor may record the lectures and post them for students to view within a specified time frame to be ready for the accompanying assignments and discussions. Instructor may also post a video or link to a video for students to view within a specified time frame to complete accompanying assignments and discussions.
Asynchronous Dialog (e.g., discussion board)	Instructor will post discussions for students to post their thoughts and reflections. Students will also have to respond to a minimum of two classmates. Instructor will email students with announcements about the course or an upcoming event. Students in turn may email the instructor with their questions or concerns.
E-mail	Instructor will email students with announcements about the course or an upcoming event. Students in turn may email the instructor with their questions or concerns. Students will email their programs and projects to the instructor.

Method of Instruction	Document typical activities or assignments for each method of instruction
Face to Face (by student request; cannot be required)	Students will have the option to meet the instructor to get one-on-one help. Help may include lecture clarification, review of assignments, and extra preparation for exams.
Synchronous Dialog (e.g., online chat)	Instructor may be available on a certain day or days of the week within a certain time frame to help students and answer their questions via an online chat or video conferencing technology.
Video Conferencing	Instructor may be available on a certain day or days of the week within a certain time frame to help students and answer their questions via live video conferencing. Furthermore, the instructor may lead an online lecture during a consistent time frame via Zoom or any other video conferencing tool.
Telephone	Instructor may provide a phone number for the students where they can leave a voicemail and expect a call back within 24 hours.

### Examinations

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Hybrid (1%–50%  
online) Modality      Online

Hybrid (51%–99%  
online) Modality      Online

Primary Minimum      HEALTH  
Qualification

Additional  
Minimum  
Qualifications

Additional local  
certifications  
required

### Review and Approval Dates

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Department Chair	MM/DD/YYYY
Dean	MM/DD/YYYY
Technical Review	MM/DD/YYYY
Curriculum Committee	MM/DD/YYYY
DTRW-I	MM/DD/YYYY
Curriculum Committee	MM/DD/YYYY
Board	MM/DD/YYYY
CCCCO	MM/DD/YYYY
Control Number	CCC000431351
DOE/accreditation approval date	MM/DD/YYYY

Reviewer

Comments

Key: 3917