

INSTRUCTIONAL SERVICES

AP 4023 COURSE OUTLINE

References:

Title 5 Sections 55002, 55003, 55044, 55050, 55130, 55150, 55151, 55152, 55153, and 55200 et seq.

The following information must be contained in each course outline for A.A. Degree applicable credit courses:

- Course number and title
- Unit value
- Expected number of contact hours for the course as a whole
- Prerequisites, co-requisites, and advisories
- Basic skills requirements
- Catalog description
- Specific course objectives
- Content in terms of specific body of knowledge
- Required reading
- Critical thinking
- Required writing
- Outside assignments
- Instructional and evaluation methodology

Additional District requirements for course outlines for A.A. Degree applicable credit courses include:

- Minimum number of weekly lecture semester hours and/or minimum number of weekly laboratory semester hours
- Open entry/Open exit category
- At least one textbook no older than five years of the current year
- Course repetition, if applicable
- Grading restrictions, such as Pass/No Pass Only or Graded Only

The following information must be contained in each course outline for Non-A.A. Degree applicable credit courses:

- Course number and title
- Unit value
- Expected number of contact hours for the course as a whole
- Prerequisites, co-requisites, and advisories
- Basic skills requirements
- Catalog description
- Specific course objectives
- Content in terms of specific body of knowledge

Date Approved: SPC 2/15/2011

(Replaces current Palomar Procedure 303)

- 39 • Required reading
- 40 • Critical thinking
- 41 • Required writing
- 42 • Outside assignments
- 43 • Instructional and evaluation methodology

44 **Additional District requirements for course outlines for non-A.A. Degree**
45 **applicable credit courses include:**

- 46 • Minimum number of weekly lecture semester hours and/or minimum number of
47 weekly laboratory semester hours
- 48 • Open entry/open exit category
- 49 • A list of readings including one textbook no older than five years of the current
50 year
- 51 • Course repetition, if applicable
- 52 • Grading restrictions, such as Pass/No Pass Only or Graded Only

53 **The following information must be contained in each course outline for a Non-**
54 **credit course:**

- 55 • Course number and title
- 56 • Contact hours, advisories, or course entry expectations (*optional*)
- 57 • Catalog description
- 58 • Objectives
- 59 • Content in terms of specific body of knowledge
- 60 • Methods of instruction
- 61 • Examples of assignments and/or activities (out of class work is optional)
- 62 • Methods of evaluation (grades optional)

63 Course outlines are reviewed by the program/department and division dean on a cycle
64 as recommended by the Curriculum Committee.

65 **Distance Education**

66 **Definition**

67 Distance education means instruction in which the instructor and student are separated
68 by distance and interact through the assistance of communication technology.

69 Any portion of a course conducted through distance education includes regular effective
70 contact between instructor and students, through group or individual meetings,
71 orientation and review sessions, supplemental seminar or study sessions, field trips,
72 library workshops, telephone contact, correspondence, voice mail, e-mail, or other
73 activities.

74 **Separate Course Approval**

75 If any portion of the instruction in a proposed or existing course or course section is
76 designed to be provided through distance education in lieu of face-to-face interaction

- 77 between instructor and student, the course shall be separately reviewed and approved
78 according to the district's adopted course approval procedures.
- 79 Office of Primary Responsibility: Instructional Services