2.7 Course outline template (Curriculum Handbook Rev 3.23.doc, December 8, 2004)

The following is the template for a course outline. Review Sections 2.8 and 2.9 of the handbook before proceeding. In Figure 1 handbook page references are enclosed in brackets.

Figure 1 Course Outline Template

City College of San Francisco
Course Outline of Record

I. GENERAL DESCRIPTION
   A. Date  (month, year)
   1. Minor Revision  (month, day, year)
   B. Department  (department full name)
   C. Course Number  (dept. id number and or letter)
   D. Course Title  (catalog title)
   E. Course Outline Preparer  (faculty member(s)
   F. Department Chairperson  (signature)
   G. Dean  (signature)

II. COURSE SPECIFICS
   A. Hour(s)  (contact hours (by category))
   B. Unit(s)  “# unit(s)” or “Noncredit”
   C. Prerequisite(s)  (list) or “None”
   Corequisite(s)  (list) or “None”
   Advisor(y/ies)  (list) or “None”
   D. Course Justification  (narrative)
   E. Field Trip(s)  “Yes” or “No”
   F. Method of Grading  (Category(ies))
   G. Repeatability  “0”, “1”, “2”, “3”, (for credit) or “As needed” for noncredit

III. CATALOG DESCRIPTION
(narrative)

IV. MAJOR LEARNING OUTCOMES
   Upon completion of this course a student will be able to:
   A. (outcome)
   B. …

V. CONTENT
   A. (major topic)
      1. (subtopic)
         a. (support detail)
         b. …
      2. …
   B. …

VI. INSTRUCTIONAL METHODOLOGY
   A. Assignments (must delineate between in-class and out-of-class, as appropriate)
      1.
      2.
   B. Evaluation
      1. …
      2. …
   C. Textbooks and other instructional materials
      1. …
      2. …

VII. Title 5 CLASSIFICATION (classification)

CCSF department course number course name, month year, Page m of n