2.7 Course outline template (Curriculum Handbook Rev 3.22.doc, March 12, 2003)

The following is the template for a course outline. Review Sections 2.8 and 2.9 of the handbook before proceeding. In Figure 2 handbook page references are enclosed in brackets.

**Figure 2 Course Outline Template**

<table>
<thead>
<tr>
<th>City College of San Francisco</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Outline of Record</td>
</tr>
</tbody>
</table>

I. GENERAL DESCRIPTION
- A. Date (month, year) [pg. 23]
- B. Department (department full name) [pg. 23]
- C. Course Number (dept. id number and or letter) [pg. 24]
- D. Course Title (catalog title) [pg. 24]
- E. Course Outline Preparer (faculty member(s)) [pg. 24]
- F. Department Chairperson (signature) [pg. 24]
- G. Dean (signature) [pg. 25]

II. COURSE SPECIFICS
- A. Hour(s) (contact hours (by category)) [pg. 27]
- B. Unit(s) "# unit(s)" or "Noncredit" [pg. 27]
- C. Prerequisite(s) (list) or "None" [pg. 29]
- Corequisite(s) (list) or "None"
- Advisor(y/ies) (list) or "None"
- D. Course Justification (narrative) [pg. 30]
- E. Field Trip(s) "Yes" or "No" [pg. 31]
- F. Method of Grading (Category(ies)) [pg. 31]
- G. Repeatability “0”, “1”, “2”, “3”, (for credit) or “As needed” for noncredit [pg. 32]

III. CATALOG DESCRIPTION [pg. 36]
(narrative)

IV. OBJECTIVES [pg. 38]
Upon completion of this course a student will be able to:
- A. (objective)
- B. …

V. CONTENT [pg. 42]
- A. (major topic)
  1. (subtopic)
    a. (support detail)
    b. …
  2. …
- B. …

VI. INSTRUCTIONAL METHODOLOGY [pg. 45]
- A. Assignments [pg. 46]
  1. …
  2. …
- B. Evaluation [pg. 48]
  1. …
  2. …
- C. Textbooks and other instructional materials [pg. 50]
  1. …
  2. …

VII. Title 5 CLASSIFICATION [pg. 50]
(classification)