





# Course Inventory

## New Course Proposal

Originator 

Co-Contributor(s) 


| Name(s)   |  |
|---|---|
| Select...  |  |


College 

Division 

Department 


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




Attach Support Documentation (as needed) 


Uploaded Files:

Files To Be Uploaded:

Discipline (CB01A) 

Course Number (CB01B) 

Course Title (CB02)    
100 characters remaining


Banner/Short Title    
30 characters remaining

Credit Type 


Honors   Yes  No

Start Term 


Co-listed (Same-as)

Course(s) 

[Add...](#)

Formerly 

| Code | Title |  |  |
|------|-------|--|---|
|      |       |  |   |

Formerly 

Catalog Course

Description 

Additional Catalog

Notes 

Additional historical

relevant notes on

this course 

Taxonomy of Programs (TOP) Code (CB03)



Select... 

Course Credit Status (CB04)



Select... 

Course Transfer Status (CB05) (select one only)



Select Course Transfer Status (CB05) (select on... 

Course Basic Skills Status (CB08)



Select... 

SAM Priority Code (CB09)



Select... 

Course Cooperative Work Experience Education Status (CB10)



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

Course Classification Status (CB11)



Select...

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



Select...

Course Prior to Transfer Level (CB21)



Select...

Course Noncredit Category (CB22)



Select...

Funding Agency Category (CB23)



Select...

Course Program Status (CB24)



Select...

General Education Status (CB25)



Y - Not Applicable

Support Course Status (CB26)



N - Course is not a support course

Field trips



Select...

Grading method



(L) Letter Graded

Alternate grading

methods



(O) Student Option- Letter/Pass


(E) Credit by exam, license, etc.

(P) Pass/No Pass Grading

Does this course require an instructional materials fee?

Yes

No

Repeatable for  Yes  NoCredit Is this course part  Yes  Noof a family? 

## Units and Hours

For the following items, the responses should indicate the total contact or outside-of-class hours for the entire term, NOT weekly hours. For full-term courses (other than cooperative work experience/internship courses), multiply the weekly hours by 17.5 and round to the nearest hundredth. For courses meeting for periods shorter or longer than a full semester (including courses offered only in summer or intersession), multiply the length of the course in weeks by the number of weekly hours, and round to the nearest hundredth.


Carnegie Unit Override   Yes  No

## In-Class



Lecture

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

Activity





Minimum Contact/In-Class  
Activity Hours Maximum Contact/In-Class  
Activity Hours 

Laboratory

Minimum Contact/In-Class  
Laboratory Hours Maximum Contact/In-Class  
Laboratory Hours 

### Total in-Class

Total in-Class

Total Minimum Contact/In-Class  
Hours Total Maximum Contact/In-Class  
Hours Total in-Class (full  
semester or term)Total Minimum Contact/In-Class  
Hours (for full semester or term;  
not weekly) Total Maximum Contact/In-Class  
Hours (for full semester or term;  
not weekly) 

## Outside-of-Class

Internship/Cooperative Work Experience

Paid

Minimum Paid  
Internship/Cooperative Work  
Experience Hours ?

Maximum Paid  
Internship/Cooperative Work  
Experience Hours ?

Unpaid

Minimum Unpaid  
Internship/Cooperative Work  
Experience Hours ?

Maximum Unpaid  
Internship/Cooperative Work  
Experience Hours ?

**Total Outside-of-Class**

Total Outside-of-  
Class

Minimum Outside-of-Class Hours  
?

Maximum Outside-of-Class Hours  
?

**Total Student Learning**

Total Student  
Learning

Total Minimum Student Learning  
Hours ?

Total Maximum Student Learning  
Hours ?

Minimum Units (CB07) ?

Maximum Units (CB06) ?

Prerequisites ?

Corequisites ?

Advisories on  
Recommended  
Preparation ?

Limitations on  
Enrollment ?

- Audition is required
- Criminal background clearance
- Current CNA certification



- Current CPR certification for health care provider (American Heart Association) or professional rescuer (American Red Cross)
- Current negative TB test or chest x-ray
- Department Chair approval
- Drug and alcohol clearance
- Fingerprint clearance
- Interview
- Minimum age of 18
- No acrylic or long nails in clinical settings
- No felony convictions per California Penal Code
- No visible tattoos or visible body piercings except single studs in earlobes
- Performance tryout is required
- Physical examination demonstrating general good health
- Portfolio is required
- Possession of ServSafe Certification or equivalent
- Proof of freedom from and immunity to communicable diseases
- Others (specify)

## Entrance Skills

Entrance Skills

Prerequisite Course Objectives

Student Learning Outcomes (CSLOs)

|   | Upon satisfactory completion of the course, students will be able to: |  |
|---|---|---|
| 1 | <div style="border: 1px solid red; height: 40px;"></div>              |  |

## Course Objectives

|   | Upon satisfactory completion of the course, students will be able to: |  |
|---|---|--|
| 1 | <div style="border: 1px solid red; height: 40px;"></div>              |  |

## Course Content

Lecture/Course

Content 

## Methods of Evaluation

CCR Title 5 §55002 requires that, for credit courses designated as either degree-applicable or nondegree-applicable, the course grade must be “based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of written expression that may include essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.”

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

Students must demonstrate that they have acquired the skills specified in the student learning outcomes. Student grades shall be based on multiple measures of student performance. Instructors will develop appropriate classroom assessment methods and procedures for calculating student grades, and list the assessment methods used in each class section in their syllabus. Please check as many as are deemed appropriate.

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
- Computational homework
- Essay exams
- Film/video productions
- Graphic/architectural designs

- Group projects
- Individual projects
- Journals
- Laboratory activities
- Laboratory practical examinations
- Laboratory reports
- Mathematical proofs
- Monologues
- Objective exams
- Oral analysis/critiques
- Oral presentations
- Performances
- Portfolios
- Problem-solving exams
- Problem-solving homework
- Quizzes
- Recitals
- Recitations
- Reports/papers
- Research papers
- Role playing
- Simulations
- Skills demonstrations
- Skills tests or practical examinations
- Treatment plans
- Written analyses
- Written compositions
- Written creation (poem, screenplay, song)
- Written homework
- Other (specify)

### **Instructional Methodology**

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*The methods of instruction will illustrate ways in which the course content may be presented to enable students to meet course objectives and outcomes.*

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
- Dialog
- Distance Education
- Field experience/internship
- Field experience/non-internship
- Field trips
- Group discussions
- Guest speakers
- Instructor-guided interpretation and analysis
- Instructor-guided use of technology
- Internet research
- Laboratory activities
- Large group activities
- Lecture
- Modeling
- Observation
- One-on-one conference
- Oral Drills
- Practica
- Problem-solving examples
- Readings

- Role-playing
- Small group activities
- Web-based presentations
- Other (specify)

Describe specific examples of the methods the instructor will use:



## Representative Course Assignments

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Writing

Assignments

Critical Thinking

Assignments

Reading

Assignments

Skills

Demonstrations

Problem-Solving

and Other

Assignments (if

applicable)

## Outside Assignments

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For credit courses, outside assignments must be sufficient to show independent work and to meet the minimum study time requirements for work done outside of class time. These requirements are 2 hours of outside work for every 1 lecture hour in class, or 1 hour of outside work for every 2 activity hours in class. Noncredit courses do not require outside assignments, but they may still be documented here.

Representative  
Outside  
Assignments

### Articulation

C-ID Descriptor

Number

Status

Equivalent Courses  
at 4 year  
institutions

| University           | Course ID            | Course Title         | Units                |  |
|----------------------|----------------------|----------------------|----------------------|--|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |  |

Comparable  
Courses within the  
VCCCD

| Code                 | Title                |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Equivalent Courses  
at other CCCs

| College              | Course ID            | Course Title         | Units                |  |
|----------------------|----------------------|----------------------|----------------------|--|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |  |

Attach Syllabus

Uploaded Files:

Files To Be Uploaded:

### UC TCA

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 

Proposed

Approved

Denied

Date submitted to ASSIST: 

MM/DD/YYYY

Date Proposed: 

Date Approved: 

Date Denied: 

Reason Denied: 

Effective term: 

Select... 

Expiration term: 

Select... 

Attach File 

Uploaded Files:


Files To Be Uploaded:

## Textbooks and Lab Manuals

Resource Type

Description

## Library Resources

Assignments  
requiring library  
resources 

Sufficient Library  Yes  No

Resources exist

Example of Assignments

Requiring Library

Resources

Primary Minimum

Select...

Qualification

Additional

Minimum

Qualifications

| Minimum Qualifications |  |  |
|------------------------|--|--|
| Select...              |  |  |

Additional local certifications

required

### Review and Approval Dates

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 

12 characters remaining

DOE/accreditation  
approval date 