

HELP SCREENS ON CURRICUNET

Discipline: Refer to the current catalog for the correct discipline listing for your course submission.

Course Number: This is the course number that appears in the College Catalog and Class Schedule. Do not enter a leading V or 0 before your course. CurricUNET will do this for you.

Title: This is the descriptor used to identify the course in the Ventura College Catalog and on course outlines.

Short Title: The short title is limited to 30 characters (including spaces and punctuation). This is the descriptor used to identify the course in the Schedule of Classes. It is the title students will see most often.

Catalog Course Description: Write a short paragraph giving a concise overview of topics covered in the course. The course description should be consistent with the goals, objectives and content of the course. Use complete sentences.

Course Schedule Description: The purpose of the schedule description is to convey the content of the course in a manner briefer than the catalog description. It should contain the most essential information from the catalog description in just a few lines. Make the schedule description appealing and easy to understand.

Former Course ID: Consult the Ventura College Catalog for the former course ID. New courses will have no former course ID.

Reason for Change: Your rationale is the justification for the new course, or the reason for change of existing, or the reason to drop the course.

Proposed Start: Enter the year for which the course proposal is to become effective. Most course proposals are effective the following Fall semester per Curriculum guidelines. Consult the Office of Student Learning for exceptions.

Semester: Course changes are not usually effective until the following Fall, and are reflected in the Fall catalog. If you need your changes to be effective in the Spring, provide a rationale here and consult the Office of Student Learning.

Units: Always calculate the semester units to the nearest .5, rounding down rather than up. **DO NOT ROUND UP.** The minimum semester hours for one unit of credit are as follows:

Lecture	17.5 hrs
Laboratory	52.5 hrs

Weekly Lecture Contact Hours: The minimum number of lecture hours for one semester unit has been established as 17.5.

Total Semester Contact Hours: Total semester contact hours are based on a 17.5 week semester. So, for a 3-unit lecture course, the minimum semester hours would be 52.5 (17.5 week semester x 3 units = 52.5)

Repeat: There are strict and specific guidelines for determining whether a course can be repeatable. If you choose this option, you will be asked to complete a screen that lists justifications for repeatability. Select all that apply.

SAM Code: The SAM code is used to distinguish courses that are occupational from those that are not. Use your best judgment in answering this question. If you have any questions, contact Connie Baker.

Field Trips: Let us know if field trips will be, may be, or will not be required. If they may or will be required, please indicate representative examples of where students might go.

Fees: There are specific limitations on the assignment of fees to a course. If you check 'yes' here, you will be referred to a fees screen to provide additional information and justify the use of fees in the course. Contact the Office of Student Learning for additional information about fees restrictions.

Requisites: There are specific guidelines on the assignments of requisites to courses. If you assign requisites, you will be referred to a requisite justification screen to provide information and justification. Contact the Office of Student Learning for additional information.

Entrance Skills: Enter the skills that your faculty has determined to be necessary for success in this course. If you list requisite courses, you should include at least 50% of the objectives of those courses as entry skills in this course. Enter each skill individually.

Course Objectives – Heading:: You do not have to enter a heading. However, if there is important narrative that you need to include before you start listing objectives, this is where you would do it.

Objective Text: The purpose of this section is to convey the expectations of what students are able to do after successfully completing the course. Referring to Bloom's Taxonomy, use action verbs. Transfer courses require more complex actions, which are listed on the right three tiers of Bloom's Taxonomy under the Critical Thinking heading. Add each objective separately.

Course Content: The course content should be detailed enough to convey the topics covered fully but not so lengthy that a quick scan cannot ascertain the scope of the course. Do not merely copy the Table of Contents of a textbook. Provide a complete list of all subjects covered in the course. The outline should be in the following format:

- A. Level One
 - 1. Level Two
 - a. Level Three
 - i. Level Four

Outside Assignments (from header): Please describe assignments that demonstrate the scope and intensity of the subject matter. Note that one unit requires three hours of weekly work; therefore, for example, one lecture hour presumes at least two hours of study outside the classroom. Please be thorough and specific in describing these assignments, which may include, but are not limited to:

Evaluation Methods (from header): Student Achievement Measurement – Indicate the methods that may be used to determine the student's final grade that are consistent with the objectives, content and scope of the course. Degree-applicable courses require that at least one of the first three criteria be met (A, B, or C) to demonstrate the development of critical thinking. The instructor's grading methods fall within departmental guidelines; however, the final method of grading is still at the discretion of the individual instructor.

Distance Education (from header): Distance Education (Definition: A course taught completely on campus and with web materials is Web Enhanced. A course taught less than 90% Distance Ed, but more than 10% on campus is a hybrid course. A course taught 90% or more using Distance Ed modalities is a fully online/Distance Ed course.)

Representative Texts/Instructional Materials (from header): List representative textbook(s), manuals, and other instructional materials/publications, including materials to be placed in the Library/LRC (Learning Resource Center).

Main texts must be dated within five years of submission of the COR to university. Science courses that include a lab component – whether integrated into a single course or offered as a course separate from the related lecture course – must include a lab manual. Composition courses need to include a stylebook. Literature courses must include a representative reading list. Textbooks and supplemental material should relate directly to the content of the course outline. All textbooks should be at the appropriate college reading level.