






Course Inventory

Text in orange indicates changes to form text/field
Text in green indicates instructions to add field or form rules














New Course Proposal

Proposer and Co-Contributor(s):

Proposer:	Name: <input type="text" value="Daniel Alvarado"/>	Email: <input type="text" value="danielal@cos.edu"/>	 
Co-Contributor:	Name: <input type="text"/>	Email: <input type="text"/>	 

Effective Term: 

General:

Credit Status:	<input type="text" value="Select..."/>	Allow 7 characters Course number starting with "C" displays "common course" fields										
Subject:	<input type="text" value="Select..."/>											
	Course Number: 	<input type="text" value="C1001"/>										
Discipline:	<table border="1"><thead><tr><th>And/Or</th><th>(</th><th>Discipline</th><th>)</th><th></th></tr></thead><tbody><tr><td><input type="text" value="Select..."/></td><td><input type="text" value="Select..."/></td><td><input type="text" value="Select..."/></td><td><input type="text" value="Select..."/></td><td>   </td></tr></tbody></table>		And/Or	(Discipline)		<input type="text" value="Select..."/>	<input type="text" value="Select..."/>	<input type="text" value="Select..."/>	<input type="text" value="Select..."/>	   
And/Or	(Discipline)									
<input type="text" value="Select..."/>	<input type="text" value="Select..."/>	<input type="text" value="Select..."/>	<input type="text" value="Select..."/>	   								

If Interdisciplinary Studies is selected, list minimum qualifications or degrees

Cross-Listed Course: [Add...](#)

 **Common Catalog Title** - Admin only field

Common Catalog Description - Admin only field

COS Expanded Catalog Description Add text box here

Add any course requisites using the exact subject code and course number (i.e. CHEM 001). You should then see objectives for that course populate the "pre/co-requisite" objectives field below.


In the validation section, use the plus sign to add validation for new or updated pre/co-requisites. Indicate the level of scrutiny required and complete the relevant justification for new or changed requisites. Brief descriptions of each validation type are available within the tool. For more on prerequisite validation requirements, see the Chancellor's Office publication on [Policies for Prerequisites](#).

If this course you are working on has no requisite requirements, you may skip this section.

Common Prerequisites - Admin only field


Common Corequisites

- Admin only field

Advisory on Recommended Preparation: 

Common Limitation on Enrollment:

- Admin only field

Method of Instruction: 

- Activity
- Directed Study (Independent Study)
- Distance Education (Emergency Addendum)
- Lecture and/or Discussion
- Work Experience
- Clock Hours
- Distance Education
- Field Experience
- Laboratory
- Tutoring

Course Units/Hours:

Course Units Minimum:  Course Units Maximum:

Lecture Hours Minimum (week) Lecture Hours Maximum (week)

Lab Hours Minimum (week) Lab Hours Maximum (week)

Activity Hours Minimum (week) Activity Hours Maximum (week)

Outside Hours Minimum (week) Outside Hours Maximum (week)

Total Contact Hours Minimum (semester) Total Contact Hours Maximum (semester)

Total Outside Hours Minimum (semester) Total Outside Hours Maximum (semester)

Total Student Learning Hours (semester) Minimum Total Student Learning Hours (semester) Maximum

Do you want to override any hours fields? Yes No

Repeatability: Yes No

Repeat Type:

Repeatability Rationale:

Open Entry/Exit: Yes No

Field Trips:

Grade Mode:

Alternate Grade Mode:

State Requirements

TOP Code:

SAM Code:

Basic Skills Status:

Prior Transfer Level:

Cooperative Work Experience: Yes No

Approved Special Class:

Funding Agency Category:

Program Status:

Course Content

COS Methods of Evaluation:

- Essay quizzes or exams
- Oral presentations
- Problem solving assignments or activities
- Project
- Skill demonstrations
- Multiple choice tests
- Portfolio Evaluation
- Problem solving quizzes or exams
- Short answer quizzes or exams
- Written essays or extended papers

Common Methods of Evaluation:





Add text box here
- Admin only field

Common Course Topics:
- Admin only field

Course Topics		
1	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

Common Course Objectives:
- Admin only field





COS Expanded Course Topics
Add same field type as above

Course Objectives		
1	<input type="text"/>	   






COS Expanded Course Objectives
Add text box here



COS Course Outcomes:






Course Outcomes		
1	<input type="text"/>	   

Representative Assignments:

Assignment Type:	Details	
Select... 	<input type="text"/>	   

Common Representative Materials (same field type as below)

Representative Textbooks or other support materials

Resource Type:	Details	
Select... 	<input type="text"/>	   

Yes No

Library Materials:

Library Materials Description:

Yes No

Equity Review:

Equity Review Description:

General Education/Transfer Course

Transferable to CSU

CSU General Education

Transferable to CSU

This course will also be proposed for UC transfer.

Yes No

Transferable to UC

UC/IGETC General Education

Cal-GETC GE Area 1A: English Composition
 Cal-GETC GE Area 1B: Critical Thinking & Composition

- Cal-GETC GE Area 1C: Oral Communication
- Cal-GETC GE Area 2: Math Concepts & Quantitative Reasoning
- Cal-GETC GE Area 3A: Arts
- Cal-GETC GE Area 3B: Humanities
- Cal-GETC GE Area 4: Social & Behavioral Sciences
- Cal-GETC GE Area 5A: Physical Science
- Cal-GETC GE Area 5B: Biological Science
- Cal-GETC GE Area 5C: Laboratory
- Cal-GETC GE Area 6: Ethnic Studies
- Transferable to UC

COS General Education

- COS GE Area 1A: English Composition
- COS GE Area 1B: Oral Communication & Critical Thinking
- COS GE Area 2: Mathematical Concepts & Quantitative Reasoning
- COS GE Area 3: Arts & Humanities
- COS GE Area 4: Social & Behavioral Sciences
- COS GE Area 5: Natural Sciences
- COS GE Area 6: Ethnic Studies
- COS GE Area 7: Lifelong Learning & Holistic Development
- COS GE Area 8: Information Literacy
- COS GE D: Social & Behavioral Science

Other Degree Attributes

- Degree Applicable
- Non-Credit
- Zero Textbook Cost
- Not Transferable
- English as a Second Language
- Not a Basic Skills Course
- Work Experience
- Approved for Disabled Students
- Work Based Learning Activities
- Basic Skills

Materials Fee:

Attachments:

Materials Fee Form (if applicable)

Uploaded Files:

Files To Be Uploaded:

Additional Attachment

Uploaded Files:

Files To Be Uploaded:

Common Course Template (add attachment field)

Database:

Banner Title:

30 characters remaining

Proposal Type

- DE (Emergency Addendum)
- Non-Substantial
- Substantial

Gen Ed/ Transfer Approved Pending

Gen Ed/ Transfer Notes

Curriculum Committee

Approval Date:

Academic Senate Approval Date:

District Governing Board Approval Date:

Course Control Number:

CIP Code:

C-ID:

Materials Fee Code:

Enforced Prerequisites

And/Or	(Course/Test Code	Min Grade/Score	Academic Level)	Concurrency	
	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	

Corequisites:

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

Requisites

Description	Type of Requisite	Requisite Description	Level of Scrutiny	
<input type="text"/>	<input type="text" value="Select..."/>	<input type="text" value="Select..."/>	<input type="text" value="Select..."/>	

- Method of Instruction (Banner):
- All Classes except labs
 - Directed study
 - Distance Education, Delayed In
 - Field Experience
 - Hybrid
 - Hybrid (51%)
 - Hybrid Only
 - Independent Study
 - Interactive TV (Synchronus)
 - Laboratory/Activity
 - Laboratory/Studio
 - Lecture and/or Discussion
 - Lecture/Activity Combination
 - Lecture/Activity/Lab Combined
 - Lecture/Lab Combination
 - Lecture/Lab/Outside Lab Hour
 - Noncredit Tutoring
 - Online
 - Online with Orientation
 - Online-Simultaneous Interact
 - Online/Hybrid-Delayed Interact
 - Other Instruction (Activity)
 - Outside Lab Hour
 - Work Experience

Grade Mode Alt:

300 Courses - A,B,C, No Pass

Course Not Graded

Credit/No credit

GPAs for Transfer work

Pass/No Pass

Justification /
Rationale: 