

**SANTA**  
**ANA**  
**COLLEGE**

# ELEMENTS OF COURSE OUTLINE OF RECORD (COR) AND CHECKLIST

<b>Course Outline of Record Checklist</b>			
Credit Degree-Applicable and Credit Degree-Non Applicable			
*indicates items required for both credit and noncredit			
		Y	N
<b>Discipline</b>	<b>Has the course been assigned to the appropriate discipline based on title, objective and content?</b>	<input type="checkbox"/>	<input type="checkbox"/>
	<p><i>The discipline category indicates what level of academic preparation is required on the part of the instructor. Resource: Minimum Qualifications for Faculty and Administrators in the California Community Colleges (Disciplines List). Some courses may be cross listed across two disciplines or, some courses may be listed in the Interdisciplinary discipline which is a combination of 2 or more disciplines.</i></p> <p><i>Part of CIC responsibility is to assure that the course is assigned to the appropriate discipline.</i></p> <p><b>(Resources:</b>  <b>COR: A Curriculum Reference Guide, ASCCC, 2008, page 14,:</b>  <b>Program and Course Approval Handbook, CCCCCO, 5<sup>th</sup> Ed)</b></p>		
<b>*Units</b>	<b>Has the appropriate hour to unit ratio been determined?</b>	<input type="checkbox"/>	<input type="checkbox"/>
	<p><i>One credit hour or units should encompass now fewer than 48 hours of coursework (lecture, laboratory/activity, study time, or combination). Range: 48-54 hours for 1 unit.</i></p> <p><i>For each hour of lecture, it is assumed that student will require an additional two hours of study outside of the classroom. The number of units awarded for laboratory courses is generally based on the number of hours of lab work, presuming that students are completing most of the required work in class. Articulation agreements and other external factors may need to be considered</i></p> <p><i>The following examples apply to semester units:</i></p> <p><i>Lecture or Lab Only Courses</i></p> <ul style="list-style-type: none"> <li>❖ <i>One-unit lecture course = 18 hours in-class lecture plus 36 hours out-of-class study</i></li> <li>❖ <i>One-unit laboratory course = 54 hours in-class laboratory</i></li> </ul> <p><i>Lecture and Lab Combined</i></p> <ul style="list-style-type: none"> <li>❖ <i>Three units (2 units of lecture and 1 hour of lab) = 36 hours in-class lecture, 54 hours in-class laboratory, plus 72 hours out-of-class study</i></li> </ul> <p><b><u>NONCREDIT:</u></b>  <i>COR will identify the total contact hours. In NonCredit work outside of class time is not required and therefore contact hours will usually encompass all course activities and learning time.</i></p> <p><b>(Resources: COR: A Curriculum Reference Guide, ASCCC, 2008, page 17; Program and Course Approval Handbook, CCCCCO, 5<sup>th</sup> Edition, Page 80; Title 5, section 55002.5)</b></p>		