

INSTRUCTIONS FOR ACADEMIC COURSE DESCRIPTION FORM

(Please type as many course descriptions on one form as possible in numerical order, using font style Arial or Helvetica. Use as many forms as needed.)

Course Prefix: (Font size, 10) The course prefix should be **CAPITAL LETTERS AND BOLD**; and will contain **four letters** to denote the subject matter area. When citing Academic courses the assigned Prefix must be used.

Course Number: (Font size, 10) The course number will contain **four digits** and should be in **bold print**:

- * The first digit will be a 1 or 2 representing placement of the course on a Continuum from “Introduction” as a **1** to “Advanced” as a **2**, while some “Intermediate” level courses may be cited as a **1** others may be cited as a **2** depending on the “required prerequisites.”
- * The second digit represents the Semester Credit Hour (SCH) of the course.
- * The third and fourth digits represent the sequential order of the course within the subject content area.

NOTE: When citing Academic courses the assigned Course Number must be used to correspond with the SCH value in relation to the approved range of Contact Hours for the course.

Course Title: (Font size, 10) The course title should be **Title Case AND Bold Print**. Immediately after the title and on the same line, the (SCH) should be shown in **bold print**.

Course Identity: If the course description is new, the word **“New”** should appear after the credit hours to the right. If the course description has been revised in any way from the previous course description, the word **“REVISED”** should appear after the credit hours to the right. Highlight the changes. If the course description should be removed from the catalog, the word **“DELETED”** should appear after the credit hours to the right.

Course Type (Font size, 8) The course description should include a reference statement that identifies the course as a Core Curriculum course, Texas Common Course Number or Unique Need Course.

EXAMPLE: (This is a Core Curriculum course selected by the colleges of DCCCD.)

EXAMPLE: (This is a Texas Common Course Number.)

EXAMPLE: (This is a Unique Need Course.)

Prerequisite: (Font size, 10) The prerequisite statement should appear before the corequisite statement. **(When referencing the prerequisite, please include the rubric and course number only.)**

Co requisite Or Concurrent: (Font size, 10) The corequisite or concurrent statements should appear before the course description (when/if applicable) and after the prerequisite.

Course Description: (Font size, 10) A course description provides the reader with an overall understanding of the content and major topics of the course. Sentence structure should employ use of *action verbs* which convey the Learning Outcomes/Competencies. Should include lecture hours and/or laboratory hours. Former course statements will not be included. Therefore, please do not include this statement in the course description. When citing Academic Course Descriptions, the assigned description shown in the ACGM must be used; however, you may add to the description but not take away additional content and topics IF SUCH ADDITIONS are reflected as Learning Outcomes/Competencies in the Course Syllabus.

NOTE: The Curriculum Management Office will alter course descriptions to include statements related to (1) cross-listed courses; (2) special topics courses; and/or (3) repeatability once it has been determined the course should be added to the list of exemption categories as defined by the Repeat Committee.

ACADEMIC COURSE DESCRIPTION FORM

(Duplicate this page as needed)

Please include the following: Course prefix and number, title, credit hours, course description, lecture and lab hours, and coordinating board approval number. Your course description should look like the example below. Please show prerequisite if applicable. Please indicate if course is a "NEW" or "REVISED" or "DELETED" course. For the "REVISED" course, please shade the all revised information as shown in the example below.

EXAMPLE:

ENGL 1301 (3 Credit Hours)

REVISED

Offered at BHC, CVC, EFC, ECC, MVC, NLC, RLC

Composition I

This is a Texas Common Course Number. This is a Core Curriculum course selected by the colleges of DCCCD.

Prerequisite: College level ready in Reading and Writing.

Course Description: Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. (3 Lec.)

Coordinating Board Academic Approval Number 2313015112

(Please type the description as it should appear in the online catalog).