**Rio Hondo College**
**Curriculum Committee**

### New Course

| Division/Department: | Non-Degree Applicable (#0-39): | [ ] |
| Degree Applicable (#40-99): | [ ] |
| Course Number: | Transferable (#100 & up): | [ ] |

| Course Title: |
| Units: |

| Method of Grading: | Graded [ ] Pass/No Pass [ ] |

| Prerequisite: |
| Corequisite: |

**Advisory:** *(sample, delete, ENGL 035 or ENLA 100 or appropriate assessment and READ 023 or appropriate assessment, erase instructions)*

| May This Course Be Repeated for Credit? | Yes [ ] No [ ] |
| If Yes, How Many Times? |

**Qualification For Repetition:** *(Check Appropriate Box)*

- [ ] A. It is a skills class in which it is reasonable to expect the skill level to increase with each repetition.
- [ ] B. The content of the course changes from semester to semester so that the course is essentially different.

| Class Access: | Is this class open to all students who meet the prerequisite? | Yes [ ] No [ ] |

| Total Hours | (1 unit of lecture=18 hours or 1 unit of lab=54 hours): |
| Lecture/Discussion: | Arranged Time: |
| Lecture/Demonstration: | Arranged Time Activity: |
| Laboratory Activity: | Individualized Instruction: |
To Be Completed by Division Dean and Originator

Computer Title (Will appear in Schedule of Classes):
TOP Code (CB 03):  SAM Code (CB 09):
Course Classification Code (CB 11):  Y
Academic Level and General Education Information

1. Does this course fulfill a major course requirement at the four-year level?  
   (For existing courses, verify at www.assist.org)  
   Yes [ ]  No [ ]
   If yes, which major?
   List CSU or UC campuses:

2. Does this course currently fulfill a requirement for an approved certificate of achievement or associate degree?  
   Yes [ ]  No [ ]
   If yes, which certificate/degree:

3. Will this course be a requirement (or a restricted elective) for a currently existing certificate of achievement or associate degree or one under development?  
   Yes [ ]  No [ ]
   If yes, which certificate/degree:

4. Is this course designed to be a general education course at:  
   The community college level?  
   Yes [ ]  No [ ]
   The 4-year college level?  
   Yes [ ]  No [ ]

   If the answer to #4 is "yes," for which of the following categories should it be considered?

<table>
<thead>
<tr>
<th>Category</th>
<th>CC</th>
<th>C.S.U.</th>
<th>IGETC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science</td>
<td>Cat. 5:</td>
<td>Cat. B:</td>
<td>Area 5:</td>
</tr>
<tr>
<td>Art/Humanities</td>
<td>Cat 7A, 7B:</td>
<td>Cat. C:</td>
<td>Area 3:</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Cat. 6:</td>
<td>Cat. D:</td>
<td>Area 4:</td>
</tr>
<tr>
<td>Communications</td>
<td>Cat 8A:</td>
<td>(A1, A2):</td>
<td>Area 1:</td>
</tr>
<tr>
<td>Analytical/ Critical Thinking</td>
<td>Cat 8B:</td>
<td>(A3):</td>
<td>Area 2:</td>
</tr>
<tr>
<td>Language other than English (UC Only):</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Lifelong Learning (CSU Only):</td>
<td></td>
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</tbody>
</table>

   (ONLY, if the answer to #1 or #4 is “yes”, please discuss proposed course for transfer general education with articulation officer and get signature below)

   Discussed Above: _________________________________________________
   (Signature of Articulation Officer)

Which Instructors in the Subject Area Endorse This Proposal?

   (Signature) (Date)  (Signature) (Date)
   (Signature) (Date)  (Signature of Originator) (Date)
   (Signature) (Date)  ____________________________  (Dean)
   (Curriculum Committee Member)
Curriculum Library Statement

[INSTRUCTIONS TO ORIGINATOR:
1. FILL OUT AND SIGN THIS STATEMENT PAGE
2. PAPERCLIP THIS PAGE TO A COPY OF THE COURSE OUTLINE (pp. 4-8 of the Course Revision or New Course form; the accompanying pages need not be signed, but BE SURE TO SIGN THIS FORM)
3. SUBMIT THIS STATEMENT WITH THE PAGES OF THE COURSE OUTLINE TO THE LR 232C (attention: Judy Sevilla-Marzona)
4. SUBMIT THIS FORM ONE AT LEAST ONE WEEK PRIOR TO SUBMISSION OF PAPERWORK TO CURRICULUM, THIS ALLOWS THE LIBRARY TO DO A HOLDINGS SURVEY. THE LIBRARIAN WILL THEN FORWARD THE COUNTERSIGNED LIBRARY STATEMENT TO THE OFFICE OF INSTRUCTIONAL OPERATIONS. DELETE THESE INSTRUCTIONS BEFORE PRINTING]

Course Number and Title:

Department/Division: Ext:

Originator: Date:

Originator’s Recommendations:

_____ None. No additional library resources are needed.
_____ None. The library will be notified if and when appropriate items are identified.
_____ None. Supporting materials will be provided by the department at the site where the course will be offered.
_____ The originator recommends the following items be added to the library collection: (Please prioritize requests and give author, title, publisher, date of publication, and price if known. It is a library policy to not purchase class textbooks.)

FOR LIBRARY USE ONLY:

A librarian has reviewed the library’s holdings in the subject area(s) related to this course and found that:

1. ___ The library has sufficient resources to support this course.
2. The library’s resources are not adequate to support the teaching of this course and:
   _____ Additional items have been identified and will be purchased prior to the course’s first offering.
   _____ The library will purchase materials recommended by the department.
Librarian Follow-up: □ meeting □ notification of new materials □ Other; see below

Signature of librarian__________________________________ Date____________________

Rio Hondo College
[Your Division Here]

[Your Course Prefix and Number Here (e.g., MATH 160)]
[Your Course Title Here (e.g., College Algebra)]

Course Description

[Your Course Description here; note that what you write here will appear in both the catalog and the schedule of classes. Be sure to identify the target audience in your course description]
I. Division/Department:

Course Number:

Course Title:

Units: Hours: _____ Lecture _____ Lab

Advisory: (example, READ 023 or appropriate assessment; please delete)

Prerequisites: (example, ENGL 035 or ENLA 100 or appropriate assessment; please delete)

Corequisites:

II. Need/Justification/Goals

III. Title V Requirements

A) Entering Skills (“Upon entering the course, students should be able to…”):
Please list – these should reflect the competencies associated with the indicated prerequisites, corequisites, and advisories. For example, if the advisories were READ 023 and ENGL 035, you would indicate:
1. Read a college-level textbook.
2. Write a multi-paragraph essay with a thesis statement and general introductory and concluding remarks.

B) Exiting Skills:

1. Demonstrate ..
2. These should be copied from the first column of the matrix page…

C) Minimum Required for a “C”:
IV. Course Content

PLEASE DISPLAY COURSE CONTENT IN OUTLINE FORM – DELETE THESE INSTRUCTIONS

V. Textbooks
Year
(Textbook cannot be older than 5 years old-please delete before printing)

Other Instructional Material
VI. Course Objectives
The Student Will:

PLEASE DELETE THESE INSTRUCTIONS
- State in measurable terms what students will be able to do.
- Be concise but complete - ten is too many; one is not enough.
- Use verbs showing analysis; rather than “understand,” “identify,” or “describe,” instead use “explain” or “compare and contrast.”

A. Demonstrate ..
B. Please delete the suggestions provided here.

VII. Methods Of Instruction

PLEASE DELETE THESE INSTRUCTIONS
- State methods appropriate to objectives.
- State methods of instruction, assignments, and how they are evaluated.

A. Lecture
B. ...

VIII. Assignments

PLEASE DELETE THESE INSTRUCTIONS
- State assignments which reflect coverage of all objectives and content.
- For example, say “view assigned video programs and write opinion papers on them.”

A. Read assigned textbook chapters
B. ...

IX. Methods Of Evaluation

PLEASE DELETE THESE INSTRUCTIONS
- Clearly state the basis for grading each assignment.
- For example, say “measure understanding of readings and videos with performance on written assignments which show development of analytical criticism.”

A. Measure understanding of textbook concepts with performance on objective exams containing multiple-choice questions.
B. ...