# COURSE OUTLINE FIELD DESCRIPTIONS

This document was created to assist instructors complete the Northern Lights College (NLC) Course Outline template and is based on information obtained from BCCAT website. For each section, you will see a diagram of the course outline template followed by explanations of the fields included in the diagram. If you have any additional questions regarding the completion of your course outline, please contact your Dean or the Secretary to Education Council.

NORTHERN LIGHTS COLLEGE
COURSE OUTLINE
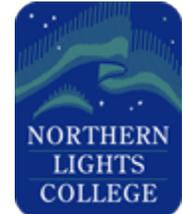
Date Course Outline was Last Reviewed and/or Revised:
Effective Date:

Course Code: **Number:**   **Number of Credits:**

Course Title:

Program:

☐ New Course
☐ Existing Course (no revisions)
☐ Existing Course (minor revisions) (please indicate the areas revised   )
☐ Revised Course (please indicate the areas revised   )

Academic Level: ☐ First Year   ☐ Second Year

Vocational: ☐

Career Technical: ☐

Entry Level Trades Training: ☐

Apprenticeship: ☐ First Year   ☐ Second Year   ☐ Third Year   ☐ Fourth Year
                    ☐ Fifth Year   ☐ Practicum

Former Course Code(s) and Number(s) (If applicable):

Field	Field Information Description
Date Course Outline was Last Reviewed and/or Revised:	Provide the date you last reviewed and/or revised the course outline. Or the date (month/year) the outline is being submitted to Education Council.
Effective Date:	Provide the date this course, as outlined, will become effective? (e.g. September or January for University Arts and Sciences).
Course Code & Number:	Each NLC course code is comprised of a **four-character subject code** (letters) and a **three-character course level code** (numbers). These characters/codes are assigned by the Associate Registrar with assistance from the Education Council Secretary. (e.g. MATH 100) If you are working on an existing course, please enter the assigned letters and numbers in these fields. If you are working on a new course, please leave it blank.
Number of Credits:	Indicates the number of credits assigned to this course in this section as per the policy of the College (e.g. 3 credits). If credits are not used, please enter zero (0).

Field	Field Information Description
Course Title:	Enter the title of the course in this section. A descriptive title gives the reader a clear sense of the course content (e.g., "Introduction to Sociology"; "Canadian History – Post Confederation"). You may wish to research similar courses offered at other institutions for wording.
Program:	Please enter the program that offers this course and/or credential (e.g. Social Services Worker Diploma, Applied Business Technology). Please use full program names, no abbreviations. The word 'program' shouldn't be included in the program name.
New Course, Existing Course (no revisions), Existing Course (minor revisions), Revised Course	If this course has never been offered by NLC before, please select NEW COURSE. If there are no changes, please select EXISTING COURSE (no revisions). If there have been minor changes, please select EXISTING COURSE (minor revisions) and indicate revisions. If there have been major changes, please select REVISED COURSE and indicate revisions. For definitions of minor and major changes, please refer to the Education Policy entitled "Course Outlines Procedures to Revise", on the NLC website.
Course Type (Academic, Vocational, Career Technical, Entry Level Trades Training, Apprenticeship.) (Note: Only one box should be selected in this section.)	Please choose appropriate course type—these categories are determined by the Ministry of Education. A university transfer course would indicate either First Year (e.g. MATH 190) or Second Year (e.g. ENGL 201). Programs such as ABT and Workforce Training usually provide training for employment, but are not apprenticeable and/or are foundation program courses such as CCP & JET. Career Technical courses at NLC include VSAR. Entry Level Trades Training courses refer to foundation courses in an apprenticeable trade. Please indicate the appropriate level (aka year) for apprenticeship training.
Former Course Code(s) and Number(s) (If applicable):	If this course is replacing an existing course, complete this section by providing the course number being replaced.

Precluded Courses:

Calendar Description:

Date First Offered:

Total Hours:
Total Weeks:

Breakdown Hours Per Course	Duration
Lecture Hours	0.00
Seminars/Tutorials	0.00
Laboratory Hours	0.00
Field Experience Hours	0.00
Shop/Teaching Kitchen	0.00
Other Contact Hours	0.00
Total	**0.00**

If Other Contact Hours are specified above

please list details:

Practicum Hours:

This course is offered *by*:

☐ *Face-to-Face*

☐ *Online*

☐ *Video*

☐ *Teleconference*

Prerequisite Statement (If there are no prerequisites, type NONE**):**

Non-Course Prerequisites (List if applicable or type NONE**):**

Co-requisite Statement (List if applicable or type NONE**):**

Field	Field Information Description
Precluded Courses:	List course(s) that this course replaces or list course(s) that cannot be taken for further credit if this course is a cross-listed course (e.g. MATH 104 & MGMT 290 are the same course, but two different course numbers are used depending on student's program).
Calendar Description:	Please enter a short paragraph (3 sentences minimum) describing what the course is about. This description will appear in the College calendar and website, and may contain information about the purpose, content, concepts, process and scope or focus of the course. The calendar is a legal document so the calendar descriptions should accurately describe course content. You may wish to research similar courses offered at other institutions for wording.
Date First Offered:	Enter the date this **version** of the course is first offered. If this outline replaces a previous one (major change), it will be used to identify the content of course and learning objectives attained by any student completing the course after this date. If the course outline contains minor changes only, the date the course was last approved through Ed Council will be used.
Total Hours	Total hours of the course. *Note: The breakdown hours per course added to the practicum hours should equal the total hours for the course.*
Total Weeks	Total number of weeks the course is delivered over.
Breakdown Hours Per Course and Practicum Hours:	<u>Breakdown Hours Per Course</u>: Indicate total **student contact hours** and indicate the breakdown by lecture hours, seminars/tutorial, laboratory hours, field experience hours, and specify other contact hours. (If other contact hours are included, please provide a description.) <u>Practicum Hours</u>: If applicable, include duration of any practicum. <u>This course is offered by:</u> Indicate if the course is offered face-to-face, on-line, video, or teleconference.
Pre-requisite Statement (If there are no prerequisites, type NONE):	Identify course(s) that a student must have **successfully completed** before being allowed to register in this course. Pre-requisites are often required to provide a student with the knowledge and/or skills essential to succeed in a program or subsequent course. *List course(s) that are pre-requisites for the course only, not the entire program.* (e.g. "Math 12" or "completion of English 100 with C+ or better") Prerequisites listed should include course code as well as course titles. If there are no prerequisites, type NONE. Program pre-requisites should not be listed here.
Non-Course Prerequisites (List if applicable or type NONE):	If applicable, list other non-course prerequisites such as driver's license, work experience, acceptable health record etc. If there are no non-course prerequisites, type NONE
Co-requisite Statement (List if applicable or type NONE):	List course(s) that a student must take **concurrently** with this course. Include course names/numbers as well as course titles. . If there are no co-requisites, type NONE

To find out how this course transfers, visit the BCCAT Transfer Guide at **www.bccat.bc.ca**

Detailed Course Content, Topics and Sequence Covered:

Learning Outcomes / Course Goals:

Please list specifics for any of the following:

Knowledge:	Skills:
Attitudes:	Technologies:

Field	Field Information Description
Detailed Course Content, Topics and Sequence Covered:	List in point form (sequentially), an overview of the typical main themes, issues, topics, and concepts that will be explored during the course. Please include activities (e.g. laboratory or practical components) in which students will be engaged during the course. DO NOT INDICATE A WEEKLY BREAKDOWN.
Learning Outcomes/Course Goals:	List the course outcomes in this section. Outcomes should be written in behavioral terms that can be measured/evaluated/observed and should be reflective of the content. A suggested format is to use a first sentence of, "*Upon successful completion of this course, students will be able to:*" followed by the outcomes listed in point form (*dash/space/capital letter*). Please keep in mind the scope of learning and use appropriate descriptors. Bloom's Taxonomy is a useful tool in selecting action verbs appropriate for both the depth of knowledge and understanding and the evaluation tools used. Remember, there is a hierarchy that can be attributed to the learning levels: Higher Level of comprehension Lower Level of comprehension **Evaluation** **Synthesis** **Analysis** **Application** **Comprehension** **Knowledge**

Grading System

Check whichever applies to this course:

Letter Grades: ☐　　　Percentage: ☐　　　Pass/Fail: ☐　　　Other:

Specify Passing Grade:

Typical Activities and Weighting (in %)

Final Exam:	%	Assignments:	%	Portfolio:	%	Practicum:	%
Midterm Exam:	%	Lab Work:	%	Project:	%	Quizzes/Test:	%
Field Experience:	%	Participation:	%	Employer Evaluation: %		Log Book:	**%**

Other:	%			Total Must Equal At Least 100% (can be more if options provided)

- Specify number of assignments (if applicable):
- Specify nature of participation (if applicable):
- Include number of and the variety and nature of writing assignments:
- Specify Other (if applicable):

Typical Proportion of Individual Work and Group Work

% of Individual Work :   % of Group Work :

Field	Field Information Description
Grading System	Indicate the grading system used for this course by choosing one of the four options. If "Other" is selected, please provide details.
Specify Passing Grade	Enter the minimum grade required to be successful in the course. If letter grades or Pass/Fail grading are used, please also include the equivalent percentage required to meet the minimum [e.g. D (50%)]. *NOTE: If a higher grade is required to progress to the next course level, please include this information below the passing grade (e.g. 75% required to progress to MATH 050).*
Typical Activities and Weighting	Enter the final grade calculation breakdown/weighting used. Ranges are not permitted within fields (e.g. 10 – 20%). If a percentage is used for assignments, participation, or other, you must specify details in the appropriate field below the table. Please keep in mind that the course outline is a legal document representing a contract between the College and the student. These fields must be accurate, and adhered to! (Please note that the total must be at least 100%. If options are listed, it may be greater than 100% – e.g. 60% final + 40% Portfolio, + [40% Project], with note below that a project may be assigned to students in lieu of the portfolio.)
Number of Assignments	Enter the number of marked assignments. The number of assignments should be reasonable for the course level and length. Ranges are permitted **within reason** (e.g. Approximately 8 – 10 assignments is acceptable; however, 10 – 20 assignments is not). Instructors should take into account the length of the course, total value of assignments, and student workload when determining the number of assignments a course will have.
Nature of Participation	If a portion of the final grade is acquired through participation (as noted in the weighting section), a description is required (e.g. Active participation in classroom debates and critiques). If attendance will contribute to this mark, please include methodology for calculating grade.
Number, Variety, and Nature of Writing Assignments	Include detailed information on written assignments—type, grade weight, number, etc. (e.g. 2 – research papers worth 10% each, 1 – 500-word essay worth 20%.)
Other	If "Other" used in weighting section, provide details (e.g. Keyboarding Timings).
Typical Proportion of Individual Work and Group Work	Include breakdown of marked individual and group work (e.g. Individual = 80%; Group = 20%.) This field must be completed for all outlines. If 100% individual work, please indicate this!

Typical Text(s) and Resource Materials (if you require more space, please contact Judy Seidl):

Required	Author Surname, Initials	Title	Current Edition	Publisher	Year Published	Chapter(s) Covered
1. ☐			☐			
2. ☐			☐			

Field	Field Information Description
Typical Text(s) and Resource Materials	Please list required and supplemental textbooks and other resources in this section. If more space is required, please contact the Secretary to Education Council.
REQUIRED	Check this box if the student is required **to purchase** this resource. If it is an optional or supplementary resource, please leave box blank. If using handouts, please indicate "*Handouts Supplied by Instructor*," and leave required box blank.
AUTHOR SURNAME, INITIALS	Please use proper format (e.g. Wilson, K. not Kiernan Wilson.)
TITLE	Full title of textbook or resource.
CURRENT EDITION	Please check this box if a current edition of the resource should be used. Leave blank if a specific edition is to be used and is noted in the title field (e.g. 7th Edition).
PLACE OF PUBLICATION	Name of publisher (e.g. Oxford University Press).
PUBLISHED	Year resource was published (e.g. 2001).
CHAPTERS COVERED	Chapters covered in course (e.g. All, or 7, or 1 – 9, selections, or varies).

SUPPLEMENTARY COMPONENTS AND RESOURCES

This course is offered in other programs: YES ☐   NO ☐ | If yes list program(s):

Prior Learning Assessment and Recognition (PLAR)/Course Challenge Policy:
http://nlc.bc.ca/services.priorlearning.php

Audit Policy:
College URL to follow

Course Evaluation Policies: Appeal Process:
College URL to follow   College URL to follow

Additional Course Comments and Policies: (eg: syllabus, makeup exams, expectation of students)

Supplies/Materials: Keys to Success:

Field	Field Information Description
Offered in Other Programs	If this course is offered/included in program(s) other than the one listed on the first page of the course outline form, please choose YES. If not, choose NO.
If yes, (offered in other program)	If you answered yes (to question above), please include program name(s) that offer this course.
Audit Policy:	Not available at this time.
Course Evaluation Policies:	Not available at this time.
Appeal Process:	Not available at this time.
Additional Course Comments and Policies:	Include other information that will help a student investigating this course e.g. technical requirements or course-related employment prospects etc. You may also include information relating to course evaluation, attendance requirements, plagiarism, time-limits for completing late assignments, make-up exams, etc.
Supplies/Materials:	Indicate special supplies recommended and/or required by the student in order to participate and complete the course. List any extraordinary costs to the student (e.g. calculator with graphing ability).
Keys to Success:	Include other useful information or strategies that may assist the student in successful completion of this course.

Course Change Statement:

Instructor Contact Details:

Instructor Name:

Phone: Office #:   Campus Location:

Fax: Office Hours: E-mail:

Authorization Signatures	Date Required for All Signatures
Instructor:	**Date:**
List Credentials / Institutions:	
Dean:	**Date:**
Education Council Chair:	**Date:**
Vice-President of Learning:	**Date:**

Field	Field Information Description
Course Change Statement:	This field is not commonly used at NLC. *However, you may wish to include information regarding what has changed in your outline here to assist the Dean, VP of Learning, and Secretary to Education Council in identifying the changes and providing rational. This internal information would then be removed prior to finalization.*
Instructor Contact Details:	Provide contact details for the individual authoring the course outline document and has assumed responsibility for the accuracy of this content. Please complete all fields (name, phone number, office number, campus, fax number, office hours, and email address).
List Credentials / Institutions	List authoring instructor's credentials and the institutions where they were obtained (e.g. B.Ed. – UBC).
Authorization Signatures: **Instructor / Dean / Education Council Chair / VP Learning:**	It is mandatory that the **signatures** of all internal authorizations (e.g. Instructor, Dean, etc.) The Secretary to Education Council will print and distribute the outline for signature once it has been approved at Education Council (if applicable).