

# COURSE OUTLINE FORM

***Please save a copy onto your computer before filling in the form.***

The Course Outline Form is the official form of the Curriculum Committee. (see *Course/Program Documentation Policy C.3.6*, [http://www.vcc.ca/deptUploads/policies/C\\_03\\_06.pdf](http://www.vcc.ca/deptUploads/policies/C_03_06.pdf))

<b>Course Name</b> (must be no more than 30 characters):			
<b>Department Head/Coordinator:</b>			
<b>School or Centre:</b>	<b>Department:</b>	<b>Program as Applicable:</b>	
<b>Course History:</b>		<b>Year of Study:</b>	
<b>Name of Replacing Course (if applicable):</b>		<b>Course Number:</b>	
		<b>Number of Credits:</b>	

<b>Course Pre-requisites (if applicable):</b>

<b>Course Co-requisites (if applicable):</b>

<b>PLAR</b> (see <i>Prior Learning Assessment &amp; Recognition Policy D.3.5</i> <a href="http://www.vcc.ca/deptUploads/policies/D_03_05.pdf">http://www.vcc.ca/deptUploads/policies/D_03_05.pdf</a> ) <input type="checkbox"/> No <input type="checkbox"/> Yes (enter details below):

<b>Course Description and Instructional Strategies:</b>

**Course Learning Outcomes** (see <http://cid.vcc.ca>):

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**Program Learning Outcomes** (see <http://cid.vcc.ca>):

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**Evaluation/Grading System** (see *Course/Program Grading Policy C.1.1*, [http://www.vcc.ca/deptUploads/policies/C\\_01\\_01.pdf](http://www.vcc.ca/deptUploads/policies/C_01_01.pdf))

Grading System	Specify if 'Other':	Specify Passing Grade:

**Components and Weighting of the Assessment/Evaluation Plan:**

Type	Percentage	Evaluation Plan (provide a brief explanation for each component especially if value exceeds 30%):
<b>Total</b>		

**Learning Environment/Type** (select all that are used within the course):

Instruction Type	Hours Per Instructional Type
<b>Enter Total Hours</b>	

**Course Topics and Sequence Covered:**

**Typical Text(s):**

C I  
 H F   
 E R   
 K E   
 B O   
 X R   
 E D

Author Name	Title (including edition)	Publication Date	Chapter(s) Covered

**Resource Material(s):**

**To find out how this course transfers, visit the BC Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca).**

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, which can be located at [www.vcc.ca](http://www.vcc.ca). Please familiarize yourself with them:

Course/Program Grading Policy C.1.1 [http://www.vcc.ca/deptUploads/policies/C\\_01\\_01.pdf](http://www.vcc.ca/deptUploads/policies/C_01_01.pdf)

Assignment of Credits to Courses Policy C.1.4 [http://www.vcc.ca/deptUploads/policies/C\\_01\\_04.pdf](http://www.vcc.ca/deptUploads/policies/C_01_04.pdf)

Course/Program Documentation Policy C.3.6 [http://www.vcc.ca/deptUploads/policies/C\\_03\\_06.pdf](http://www.vcc.ca/deptUploads/policies/C_03_06.pdf)

Prior Learning Assessment & Recognition Policy D.3.5 [http://www.vcc.ca/deptUploads/policies/D\\_03\\_05.pdf](http://www.vcc.ca/deptUploads/policies/D_03_05.pdf)

**FOR COMMITTEE USE ONLY**

<b>Date Approved by Education Council:</b>		<b>Date Approved by VCC Board (if applicable):</b>	
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