**Faculty Curriculum Worksheet: Course Creation**

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| **Initiator Name** |       |
| **Please download and utilize this worksheet in conjunction with the eLumen Curriculum User Manual. Manual is downloadable from the De Anza College Curriculum webpage at:** [**https://www.deanza.edu/curriculum/elumen/**](https://www.deanza.edu/curriculum/elumen/) |
| **RED Items = Required Data PINK Items = Optional Data** |

**Basic Course Information**

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| **Course Title** |       |
| **Course ID** | **Department** |      | **Number** |       |
| **Effective Term** |       |

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| **Mode of Delivery** **\***May select multiple options\*For further info on Modalities and additional forms needed, see manual pg. 39, and the Hybrid/Online Form guides. | **In Person****[ ]**  | **Hybrid****[ ]**  | **Online****[ ]**  |
| **Course Family**\*For further info on Course Families, see <https://www.deanza.edu/register/course-families.html> |       |

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| **Course Description** (do not reference course titles or course #’s) |       |
| **Course Justification** (seemanual pg. 41) |       |
| **Stand-Alone Statement** (see manual pg. 42) |       |
| **Course Philosophy**  |       |

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| **CTE Course?** | **Honors / Non-Honors Course?** | **Mirrored Credit / Noncredit Course?** | **Cross-Listed Course?** |
| **Yes** **[ ]**  | **No** **[ ]**  | **Yes** **[ ]**  | **No** **[ ]**  | **Yes** **[ ]**  | **No** **[ ]**  | **Yes** **[ ]**  | **No** **[ ]**  |
|  | *\*If yes, remember to duplicate all information into the Honors counterpart* | *\*If yes, remember to duplicate all information into the mirrored counterpart* | *\*If yes, additional documentation is required (see manual pg. 43)* |

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| **Does your course have a Foothill College equivalent?** | **Yes [ ]**  | **No [ ]**  |
| ***If yes:*** |
| Foothill Faculty Consultant |       |
| Foothill Course ID |       |

**Course Development Options**

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| **Grade Options (may select multiple)** | **[ ]  Letter Grade** | **[ ]  Pass / No Pass** |
| *\*If Letter Grade is selected, Pass / No Pass must ALSO be selected* |

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| **Associated Programs** |
| **Will the course be associated with any programs?** | **Yes** **[ ]**  | **No** **[ ]**  |
| If **yes**, list the program(s):*\*Initiator will also need to determine which section of the program this course will be added to.* |       |

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| **Transferability** |
| **All UC/CSU transferability and General Education applicable courses should be discussed with the Articulation Officer** |
| **Transfer Status** |  |
| If course is UC Transferable, identify the **lower-division** UC course and campus. |       |
| **Will the course fulfill a UC/CSU lower-division major requirement?** | **[ ]  Yes** | **[ ]  No** |
| If **yes**, identify the UC/CSU Campus, course, and major. |       |

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| **General Education** |
| **Does the course fulfill GE for any of the following?** | **None****[ ]**  | **De Anza GE****[ ]**  | **Cal-GETC****[ ]**  |
| For any GE selected above, what are the corresponding area(s)? | **None**N/A  | **De Anza GE** | **Cal-GETC** |
| **Will your course have a C-ID?** | **[ ]  Yes** | **[ ]  No** |
| If **yes**, please provide C-ID (subject area + CID #) |       |

**Units and Hours**

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| **Course Credit Status** | [ ]  Credit |  [ ]  Noncredit |
| **Weekly Student Hours / Units** | Lecture Hours |       |
| Laboratory Hours |       |
| Units |       |

**Specifications**

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| **Methods of Instruction** |
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| **Assignments** |
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| **Methods of Evaluation** |
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| **Essential Student Materials** | **Essential College Facilities** |
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| **Examples of Primary Texts (max 5)** |
| *Per the Articulation Officer, a text published/updated within the last 7 years is required on courses requesting transferability* |
| **Text 1** | Author |       |
| Title |       |
| Publisher |       |
| Date/Edition |       |
| ISBN |       |
| **Text 2** | Author |       |
| Title |       |
| Publisher |       |
| Date/Edition |       |
| ISBN |       |
| **Text 3** | Author |       |
| Title |       |
| Publisher |       |
| Date/Edition |       |
| ISBN |       |
| **Text 4** | Author |       |
| Title |       |
| Publisher |       |
| Date/Edition |       |
| ISBN |       |
| **Text 5** | Author |       |
| Title |       |
| Publisher |       |
| Date/Edition |       |
| ISBN |       |

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| **Suggested Reading List** |
| *This section is for ELIT (English Literature) department use only. Please see manual pg. 52 for specific details on completing this field.* |
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**Requisites and Advisories**

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| **Requisites/Advisories** |
| **Prerequisite(s)** |       |
| **Corequisite(s)** |       |
| **Advisory(ies)** | [ ]  NoneEnglish:[ ]  ENGL C1000 or ENGL C1000H or ESL D005. [ ]  ESL D272. And ESL D273., or ESL D472. and ESL D473., or eligibility for ENGL C1000 or ENGL C1000H or ESL D005. [ ]  ESL D261. And ESL D265., or ESL D461. And ESL D465., or eligibility for ENGL C1000 or ENGL C1000H or ESL D005. Math:[ ]  Intermediate algebra or equivalent (or higher), or appropriate placement beyond intermediate algebra[ ]  Elementary algebra or equivalent (or higher), or appropriate placement beyond Elementary algebra[ ]  Pre-algebra or equivalent (or higher), or appropriate placement beyond pre-algebra |
| **Advisory(ies) – Other** |       |
| **Limitation(s) on Enrollment** | [ ]  None[ ]  Not open to students with credit in the cross-listed course(s).[ ]  Not open to students with credit in the non-Honors related course[ ]  Not open to students with credit in the Honors Program related course[ ]  Admission into this course requires consent of the Honors Program Coordinator[ ]  Consent of instructor and division dean and an approved Special Projects Contract is required[ ]  Approved Automotive Technology Course Sequence contract required[ ]  Open only to apprentice in the Automotive Technologies Apprenticeship Program (an approved program by the Division of Apprenticeship Standards) |
| **Limitation(s) on Enrollment - Other** |       |
| **Entrance Skill(s)** | [ ]  None[ ]  Competitive experience in the named sport, physician’s clearance, and completion of eligibility forms; all second-year athletes must fulfill academic requirements per the CCCAA (California Community College Athletics Association)[ ]  Competitive experience in the named sport at the high school, club or collegiate levels, and consent of instructor[ ]  Restricted to students whose native language is not English[ ]  Student must audition or meet course prerequisites[ ]  Eligibility for college-level composition as determined by college assessment or other appropriate methods |
| **Entrance Skill(s) – Other** |       |
| **General Course Statement(s)** | [ ]  None[ ]  See General Education pages for the requirements this course meets[ ]  NONCREDIT: This is a noncredit enhanced, CTE course[ ]  NONCREDIT: This is a noncredit enhanced, basic skills course[ ]  NONCREDIT: This is a noncredit enhanced course[ ]  NONCREDIT: This is a noncredit, stand-alone CTE course[ ]  NONCREDIT: This is a noncredit, stand-alone basic skills course[ ]  NONCREDIT: This is a noncredit stand-alone course |
| **General Course Statement(s) - Other** |       |

**Learning Outcomes**

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| **Course Objectives** |
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| **CSLO’s** |
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**Course Outline**

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| **Course Outline** |
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| **Lab Component** |
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