**Program and Course Approval Handbook**

(6th Edition)

Academic Senate for California Community Colleges

(Source)Course Outline of Record

All credit courses are required to have an official Course Outline of Record (COR) that meets the

standards in title 5, section 55002(a)(3). Current CORs must be maintained in the official college

files (paper or electronic database) and made available to each instructor. Course outlines of

record must include, at a minimum, the following elements:

* Unit value
* Contact hours for the course as a whole
* Prerequisites, co-requisites or advisories on recommended preparation
* Catalog description
* Objectives
* Content in terms of a specific body of knowledge
* Types or examples of required reading and writing assignments
* ​Other outside class assignment
* Instructional Methodology
* Methods of Evaluation