

The Course Content Guide (CCG)

The Course Content Guide for new courses and course changes must include the following:

Note: This is minimal documentation. Additional information may be provided by individual departments/schools/colleges at their discretion. CCG examples from various schools/colleges can be found on pages 43-74.

- **The date on which the Course Content Guide was initiated or revised.**
- **Information from the Curriculum Action Request**
 - College or School
 - Course Subject
 - Course Number
 - Number of credits/CEU's and Contact Hours
 - Course Program Title
 - Grading Basis
 - Course Description
 - Course Prerequisite(s)/Test Score(s)/ Corequisite(s)/Other Restriction(s)/ Registration Restriction(s)
 - Fee amount

Note: The sections of the Curriculum Action Request referenced above and the Course Content Guide must match word for word.

• **A section on each of the following topics:**

1. Instructional Goals and Student Outcomes.
 - a. Instructional Goals
Identifies objectives the instructor intends to accomplish in the course.
 - b. Student Outcomes
Identifies what the student should know and/or be able to do as a result of completing the course. The Undergraduate Academic Board has adopted the following suggestions for identifying and describing academic expectations at course levels 100 through 499.

Cognitive Categories					
Knowledge (100-199)	Comprehension	Application (200-299)	Analysis (300-399)	Synthesis (400-499)	Evaluation
Counts	Associates	Applies	Analyzes	Combines	Appraises
Defines	Compares	Calculates	Constructs	Complies	Assesses
Describes	Computes	Changes	Detects	Composes	Concludes
Draws	Contrasts	Classifies	Diagrams	Creates	Criticizes
Identifies	Converts	Completes	Discriminates	Designs	Critiques
Indicates	Defends	Demonstrates	Separates	Develops	Determines
Labels	Differentiates	Discovers	Transforms	Devises	Evaluates
Matches	Distinguishes	Employs		Formulates	Grades
Names	Estimates	Examines		Generalizes	Judges
Outlines	Explains	Illustrates		Generates	Measures
Points to	Extends	Manipulates		Integrates	Justifies
Produces	Extrapolates	Modifies		Organizes	Ranks
Quotes	Generalizes	Operates		Plans	Rates
Reads	Gives examples	Practices		Prescribes	Selects
Recalls	Infers	Predicts		Proposes	Supports
Recites	Interprets	Prepares		Rearranges	Tests
Recognizes	Interpolates	Relates		Reconstructs	
Records	Rewrites	Shows		Reorganizes	
Selects	Summarizes	Solves		Revises	
Tabulates	Translates	Uses		Specifies	
Traces					
Writes					