



# NTC Master Course Outline Template

3030-4-02

*(Descriptions of the sections and the "Notes" in italics are NOT part of the template.)*

## **COURSE TITLE** (DO NOT CHANGE what is in the .crs file)

### **Course Outcome Summary**

### **Course Information** (DO NOT CHANGE what is in the .crs file)

**Organization** Northwest Technical College  
**Course Number** AAAA1111(Official #)  
**Total Credits** 2 (1/1/0)

### **Description** (DO NOT CHANGE what is in the .crs file)

This is the official description. *(NOTE: AASC recommends that minor changes to the description shall be allowed with the first changeover from IPSI. Let Liz know if you make any changes.)*

### **Textbooks**

*Faculty Action Optional.* This section is customized in the syllabus by the instructor teaching the course.

### **Learner Supplies**

*Faculty Action Optional.* This section is customized in the syllabus by the instructor teaching the course.

### **Prerequisites** (DO NOT CHANGE what is in the .crs file)

This is the official list of prerequisites. *(NOTE: If pre-reqs need updating this is a major change and require AASC action. Contact AASC chair for process.)*

**Exit Learning Outcomes** *Faculty Action Required, as noted below.* This section identifies the Exit Learning Outcomes addressed through this course, as indicated below. *(NOTE: Technical courses will not include General Education Outcomes and General Education courses will not include Program Outcomes. Both types of courses can include Core Abilities (what we used to call "General Learning Outcomes.") The Exit Outcomes addressed in the course should already be listed at the end of the IPSI version of the course outline. List here only those Exit Learning Outcomes which are going to be addressed and assessed in some way in the course. Note that each Exit Learning Outcome identified in this section must be linked back to by at least one of the Competencies taught in this course, as listed in the Competencies section below. Be sure to list Abilities/Outcomes for which the course activities produce artifact(s) that could be posted in a learner's eFolio as evidence of learning that ability/outcome.*

### **Core Abilities**

- A. **Faculty Action Required.** This section identifies which NTC Core Abilities are addressed in this course (if any). Not every course will address/assess a Core Ability; however, most courses would address at least one.
- Core Ability Indicator: Note here the indicator(s) of each selected Core Ability this course addresses. (These are in the WIDS Core Abilities Library.)

### **Program Outcomes**

- A. **Technical Faculty Action Required.** This section identifies the Program Outcomes that are

The most current documentation is electronic, therefore please discard printed copy after 24 hours.			Print Date: 08/17/09 5:34 AM
Document Number:3030-4-02	Rev. 4-09	Page 1 of 3	Level # 4
Title: Course Outline Template (WIDS format)			Implementation Date: Spr07;Fall09

addressed in this course. Each technical course must address at least one Program Outcome.

## General Education Outcomes

- A. **General Education Faculty Action Required.** This section identifies which of the Minnesota Transfer Curriculum (MnTC) are addressed in this course. Every Gen Ed course must address one (or two at most) Minnesota Transfer Curriculum (MnTC) Goal Area and at least 51% of the MnTC Core Components (which are listed as Indicators for each MnTC Goal Area in the Gen Ed Outcomes Library of WIDS) for the Goal Area(s) addressed in the course.
- Gen Ed Indicator: List here the MnTC Goal Area Indicators addressed in this course (as noted above, at least 51% of those listed as Indicators in the WIDS Gen Ed Outcomes Library).

## External Standards

**Technical Faculty Action Optional.** This section lists national standards addressed in this course (if any).

## Competencies

1. **Faculty Action Required.** This section lists the broad Competencies that will be learned in this course and on which the learners will be assessed. There are typically 3-6 competencies per credit and are written from the learner's point of view (i.e. what the learner will do). If the work that learners will do for this course would result in an artifact (i.e., something that they could put in their eFolio) that provides evidence of learning for any of the Program/Gen Ed Outcomes and/or Core Abilities linked to this course, add an Artifact Competency that states something like: "Create learning artifact: {specify artifact}." The artifact will provide documentation of learning. Even if your program hasn't implemented eFolios yet, the artifacts are still necessary as the program's evidence of learning. *(NOTE; Across the courses of a program, each program outcome and core ability must have at least one artifact that effectively documents learning of that outcome/ability. Most courses should produce at least one artifact.)*

### Linked Core Abilities, Program Outcomes, General Education Outcomes, and/or External Standards

**Faculty Action Required.** These sections identify which Exit Learning Outcomes are addressed and assessed within this particular competency. Links can only be made to Exit Learning Outcomes identified in the Exit Learning Outcome section. *(NOTE: Linking is what allows the creation of a program matrix showing where the outcomes are assessed.)*

### You will demonstrate your competence by:

**Faculty Action Optional Year 1, Required Year 3.** This shows the condition under which the learner will be assessed. The Performance Standards shown on the Master Outline are guidelines given by the Course Manager. These can be customized on the syllabus by the instructor teaching the course.

### Your performance will be successful when:

**Faculty Action Optional Year 1, Required Year 3.** This section lists the criteria by which the product (or process) will be evaluated. The criteria shown on the Master Outline are guidelines given by the Course Manager. They can be customized on the syllabus by the instructor teaching the course. *(Note: WIDS makes it easy to create a rubric or checklist that you and/or your learners can use to evaluate performance, but you can only do this if you have listed criteria in this section.)*

### Learning Objectives

**Faculty Action Optional Year 1, Required Year 2.** This section details the smaller learning increments, or sub-competencies, that will lead the person to accomplishing the competency.

The most current documentation is electronic, therefore please discard printed copy after 24 hours.			Print Date: 08/17/09 5:34 AM
Document Number:3030-4-02	Rev. 4-09	Page 2 of 3	Level # 4
Title: Course Outline Template (WIDS format)			Implementation Date: Spr07;Fall09

(NOTE: For courses being transitioned from IPSI to WIDS, the Learning Objectives would be the IPSI Course Goals. For new courses not being transitioned from an IPSI format, Learning Objectives would need to be identified.)

**Accommodations Statement (DO NOT REMOVE from the .crs file.)\***

In compliance with the Americans with Disabilities Act, learners are encouraged to register with the Learning Services Director in the Learning Enrichment Center for assistance with accommodations. It is the learner's responsibility to voluntarily and confidentially disclose information regarding the nature and extent of a disability. The college cannot assume responsibility for providing accommodations or services to learners who have not identified themselves as having a qualifying disability.

(\*Check the .crs file to be sure the Accommodations Statement is there. This is located in the "Guidelines" section in the Syllabus tab. If it is not there, select ADA option #4 from the Guideline Library pull-down menu. Replace [INSERT CONTACT INFORMATION HERE] with "Learning Services Director in the Learning Enrichment Center" and replace "student" with "learner" the three places that word appears.)

The most current documentation is electronic, therefore please discard printed copy after 24 hours.			Print Date: 08/17/09 5:34 AM
Document Number:3030-4-02	Rev. 4-09	Page 3 of 3	Level # 4
Title: Course Outline Template (WIDS format)			Implementation Date: Spr07;Fall09