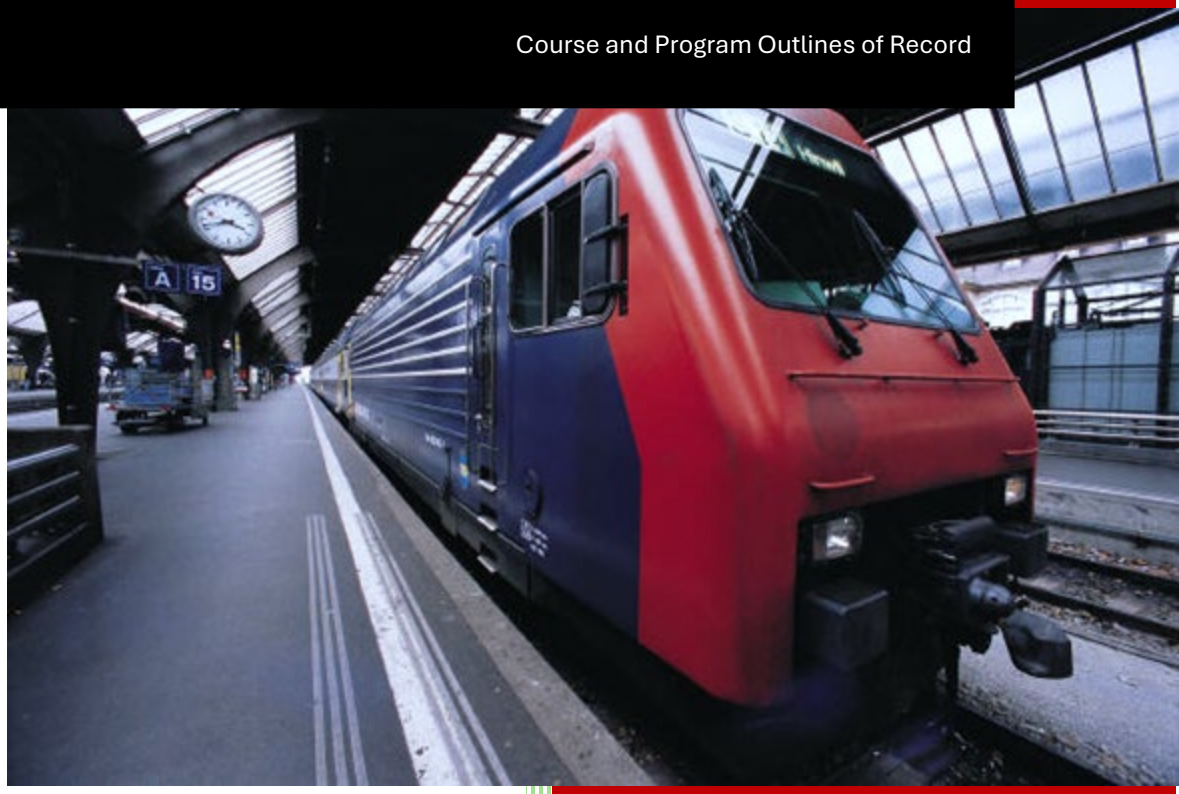
2024-2025

Standardized Language and Practices

Course and Program Outlines of Record



Curriculum Committee

Bakersfield College

2024-2025

Fall 2024

Table of Contents

Course Outline of Record

This guide has been created to help faculty authors complete the Course Outline of Record (COR). Standardized language provided is in compliance with Bakersfield College and California State policies and/or regulations.

Cover Info

❖ Course Title

Up to 68 characters, including spaces, and no abbreviations or symbols. If more than 30, then an alternate shortened version needed for elumen.

Capitalize the first letter of each word except for words like conjunctions. Consistency of numbering, whether numbers or Roman numerals. Titles must be differentiated. There should be numbers or adjectives that indicate differences.

Example

Good - Music 1, Music 2, Music 3

Good - History I, History II, History III

Wrong – Astrology 1, Astrology II, Astrology C

❖ Course Description

Write the Course Description to read as a narrative description explaining what the students can expect to learn and/or do with the knowledge learned after the course. You may begin the paragraph with phrases such as, “In this course, students will…” or "This course is..." or phrases within stating, “…topics covered will lead to [goals]…” Avoid simply listing the topics that will be covered. Always end with a period.

The course description should include such things as:

WHY? Purpose or rationale for the course/subject area covered (1st sentence);

WHAT? Key content/principles/topics to be learned (2nd sentence and/or 3rd sentence);

HOW? Types of major learning activities and student experiences in the course (last sentence) (case study, mock interviews, role-playing, group discussions, etc.)

For more ideas, the Algonquin College webpage may be helpful, and the ASCCC published an article, THE COURSE OUTLINE OF RECORD: A CURRICULUM REFERENCE GUIDE REVISITED which has even more information on how to write a Course Description (p. 9).

Course Description "Notes"

Any additional "Notes" should be included after spacing down one line (e.g. leave a blank line between the end of the Course Description and then type "Note: XX".

❖ Course has been renumbered

Note: Not open to students who have successfully completed VWXY B##.

❖ Courses with field trips

Note: Field trips may be required.

❖ Kinesiology activity classes

Note: UC campuses give a maximum of four semester units of credit for Physical Education activity units.

❖ Open entry/open exit classes

Note: Open entry/open exit course with individualized instruction in a supervised lab.

Further Notes

Do not add C-ID to the description. This information will be pulled from the C-ID field in the transferability section.

No need to reference the hours requirements for the course here.

For courses that are a part of a series, each needs to have a unique Title, set of Course Objectives, and Course Student Learning Outcomes. (The Course Descriptions can be close but not identical.) Courses in a series are to be individually unique while indicating the growth expected/required as students move from one to the other. It is suggested to include how students will progress from one to another.

Acronyms should be spelled out the first time, with the acronym in parentheses. The acronym may be used after that.

When referencing another course, always reference using the four-letter prefix in all caps, a space, then the capital B with the number/letter designation. (e.g. KINS B1A) For CCNs, this would be ENGL C1000 et cetera.

❖ Notes for Submission

This is the text that will be submitted to the Board of Trustees (BOT) as a description of what is being done. Please summarize the changes being made to the COR, with an explanation and/or description, in complete and concise sentences. Keep it to 1-2 sentences.

Example 1 (revision): This is a mandatory revision to bring the course outline current. (Specify what has been changed and why if needed.)

Example 2 (revision): This course is being submitted as a part of the mandatory 6-year review. (Specify what has been changed and why if needed.)

Example 3 (new): This course provides students with an additional course to fulfill Area E.2 of the Bakersfield College general education pattern. Additionally, this course provides another course to be taken by XYZ Majors who are working toward completion of the XYZ ADT.

Example 4 (new): This course will be part of the Certificate of Achievement in ABC (New).

Example 5 (deactivation): This course has been transitioned to the new LMNO Prefix.

Course Development Options

❖ Retake Policy Description

For each course, there first must be a determination as to whether it should be repeatable and if it qualifies for repeatability. If the course does NOT meet one of the requirements, it is **non-repeatable**, and the allowed number of retakes must be "0."

Non-Repeatable

Non-repeatable credit

Credit Courses

For a credit course to be considered repeatable, the course must meet one of three criteria:

1. The course is required to be repeated as a requirement for the Baccalaureate degree at the UCs or CSUs.
2. The course is an intercollegiate sports course.
3. The course is an academic or vocational competition course.

If the course does allow retakes, an explanation needs to be provided. Based on the qualification, use the exact language below.

Requirement for the Baccalaureate degree

May be taken up to 4 times as required for the Baccalaureate degree.

Intercollegiate Sports and/or Academic or Vocational Competition

Activity/Other Repeatable-Limit: three times.

Work Experience

Work Experience- 1-14 units per semester for a total of 14 units.

Legally Mandated

Legally mandated course, no repeat limits

Variable Unit Course

May be repeated up to ## units

Noncredit Course

Noncredit courses may be repeatable. The allowed number of retakes must be "99."

Noncredit

This is a noncredit course. Student can re-enroll as many times as necessary to achieve satisfactory progress.

❖ Rationale For Credit By Exam/Challenge

When indicating that this course is coded as “Allow Students to Gain Credit by Exam/Challenge” a rational must be provided.

Example 1: Students may have experience or skills, developed in the workplace, sufficient to apply for credit by exam.

Example 2: The topics covered in this course may be taken in other courses at other colleges. In the event there is no articulation agreement this allows the opportunity to demonstrate mastery.

Units and Hours

N/A

Pre-requisites and Entrance Skills

❖ Pre-requisites, Co-requisites, Anti-requisites and Advisories

BC policy is to use prerequisites rather than advisories. However, as the discipline experts, if you feel an advisory is more appropriate and per C-ID, please make a note about that in the comments.

Each field (box) should only include ONE rule (i.e. course or description)

Pre-requisites

Prerequisites are those courses that **must** be taken before the current course can be taken.

Instructions

List the actual course on the left.

In the text box type the rule (see examples below).

REMINDER: Include a Content Review sheet uploaded on the Cover Info page.

Do NOT include the Course Objectives and Outcomes.

Specific Course

Successful completion of FIRE B69 or equivalent with a grade of C or better.

Specific Course with C-ID

Successful completion of ART B2 (C-ID ART 110) or equivalent with a grade of C or better.

Eligibility (English/Mathematics)

Eligibility for college-level composition as determined by college assessment or other appropriate method.

OR

Eligibility for English composition (C-ID ENGL 100) and ...

OR

Successful completion of Intermediate Algebra or equivalent with a grade of C or better or placement using the current college process.

OR

Successful completion of MATH B1B or equivalent with a grade of C or better or placement using the current college process.

Co-requisites

Corequisites are courses that **may** be taken concurrently or before.

Instructions

List the actual course on the left.

In the text box type the rule (see examples below).

Concurrent Required

EMTC B10 and B11 must be taken concurrently.

**Must be listed in all courses requiring concurrent enrollment.*

Concurrent / Consecutive Permitted

Successful completion of ANTH B1 or equivalent with a grade of C or better or may be taken concurrently.

**If allowing consecutive enrollment, only list corequisite in the course wherein the requisite is required.*

Anti-requisites

BC does not use the Anti-requisite field.

Advisories

As mentioned previously, BC does not generally use Advisories as they are not enforceable via Banner. Therefore, C-ID advisories should be a Prerequisite unless this would cause unintended barriers in which case an Advisory should be noted. If this is the case, add explanatory text to the rule group chosen.

Instructions

List the actual course on the left.

In the text box type the rule (see examples below).

Copy/paste per C-ID.

❖ Limitations on Enrollment

Whereas prerequisites and corequisites pertain to specific BC courses, limitations are often due to outside regulations and/or agencies.

NOTE: Limitations cannot be enforced via Banner. These limitations will need to be monitored and enforced by BC staff and thus are usually only used by CTE programs.

Text should be typed into the box on the left. Leave the box on the right blank as this would pull into the catalog.

Example 1: Full time or volunteer firefighters. Not open to non-firefighter trained students.

Example 2: Four (4) years as a career firefighter or six (6) years as a volunteer firefighter.

Example 3: Enrollment in this course is limited to students already approved for the Apprenticeship program.

Example 4: Acceptance into the Paramedic Program AND Possess a high school diploma or general education equivalent AND Possess a current EMT certificate or NREMT-NREMT-Basic registration; or possess a current AEMT certificate in the State of California; or be currently registered as an EMT-Intermediate with the NREMT and Possess a current basic cardiac life support (CPR) card equivalent to the current American Heart Association's Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the healthcare provider level.

Example 5 (Work Experience): Declared major or occupational goal and evaluation of student's qualifications and objectives.

Example 6 (Bachelor's Program): Admission to a Bachelor's Degree program at Kern Community College District.

Specifications

❖ Required Equipment

If specific equipment/materials is/are REQUIRED for the course, supplied by the student, include description.

Learning Outcomes

❖ Course Objectives

While there is no standardized language for Course Objectives, there are standard rules to follow.

1. Write in complete sentences.
2. List numerically with a period and one space after the number (as listed here).
3. Use a word processing program to check for spelling and grammar errors.
4. Lower-level verbs are allowable in the Objectives as these are the steps/skills being learned to meet the Course Student Learning Outcomes (CSLOs).
5. A standardized introductory phrase is NOT needed.
6. There are generally more COs than CSLOs. COs are meant to be skills/tasks to be completed while working toward meeting CSLOs which are the broader overarching goals of the course. COs are also a way to further support transfer and GE request(s).
7. If C-ID course, the COs should mimic what's provided by C-ID. More objectives may be added.

❖ CSLOs

The Course Student Learning Outcomes (CSLOs) have rules and require standardized language. CSLOs are the broader overarching goals of the course.

1. **Must** all begin with the phrase, "Upon successful completion of the course, the student will be able to..." with no additional punctuation.
    a. EXAMPLE: Upon successful completion of the course, the student will be able to examine the motivation of the main character.
2. Write in complete sentences with a period at the end.
3. List numerically with a period and one space after the number (as listed here).
4. Use a word processing program to check for spelling and grammar errors.
5. CSLOs utilize action verbs from the highest 4 levels of Bloom's taxonomy to showcase that these are higher-order skills that students will take away from the course. Vanderbilt University provides a quick breakdown of Bloom's Taxonomy. More information can be found in the BC Assessment Committee Handbook (pp. 14-16).

6. Credit courses should have 3-5 CSLOs. Noncredit courses may have 2-3 CSLOs.
7. The standard Expected CSLO Performance is 70%. If it needs to be higher, please explain in comments below.

Assessment Mapping

N/A

Outline

There is not any specific standardized language for the outlines. However, please find below some guiding notes to assist in meeting college and state regulations.

1. In both the Course and Lab Outlines, topics and time-on-task should be listed either by weeks or %. (Noncredit courses may be listed by hour(s).)
2. Ensure that time-on-task totals are correct (i.e. % = 100%, weeks = 16, and hours = total COR hours).
3. The Course/Lab Outlines must reflect the full semester of 16 weeks. (State rule) If needed, the 16th week can be listed as "Finals Week."
4. Use a word processing program to check for spelling and grammar errors.
5. Format using indentation to assist in clarifying the plan. TIP: copy/paste into a MS Word, fix, and copy/paste it back.
6. For the Course and Lab Outlines, they cannot be identical. The Topics can/should match, but the specific work/activities should be unique to each outline.

Distance and Correspondence Education Criteria and Standards - Effective Spring 2023

Make sure that all fields have answers. If not applicable, type "N/A."

If the DE page is NOT saving, try accessing via your Inbox, then in Outline View.

Program Outline of Record

Cover Info

❖ Program Title

Include the name of the reward at the end of the title.

Example: How to Adopt a Dog Certificate of Completion

Where “How to Adopt a Dog” is the title and “Certificate of Completion” is the award type.

❖ Program Description

Write the program description to read as a narrative description explaining what the students can expect to learn and/or do with the knowledge learned after completing the program. You may begin the paragraph with phrases such as, “In this program, students will…” or "This degree/certificate is..." or phrases within stating, “…topics covered will lead to [goals]…” Avoid simply listing the topics that will be covered.

The program description should include such things as:

- WHY? Purpose or rationale for the program (1st sentence);
- WHAT? Key content/principles/topics to be learned (2nd sentence and/or 3rd sentence);
- HOW? Types of major learning activities and student experiences in the program (last sentence) (case study, mock interviews, role-playing, group discussions, etc.)
- Spell out acronyms and include them in parentheses if desired.
- For CTE programs only
    - LMI
    - Associated risks
    - Employment opportunities

Following the program description, leave a blank line, then include the appropriate “Upon completion” statement.

Credit Programs

(Copy and paste the “Upon completion” language (in black) as it appears for each award for consistency.)

AA-T or AS-T degrees:

Upon completion of the following requirements, the student will be awarded an Associate Degree for Transfer:

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

   a. California General Education Transfer Curriculum (CalGETC).

   b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

(3) The completion of all courses required for the major with a "C" or better. A "P" (Pass) grade is acceptable for courses in the major.

Associate of Arts:

Upon completion of graduation requirements and the required degree courses with at least a "C" or "P" grade in each course, the student will be awarded an Associate of Arts degree.

Associate of Science:

Certificate of Achievement:

Upon completion of the required courses with at least a "C" or "P" grade in each course, the student will be awarded a Certificate of Achievement.

Job Skills Certificate:

Upon completion of the required courses with at least a "C" or "P" grade in each course, the student will be awarded a Job Skills Certificate.

Baccalaureate Degrees:

Upon completion of graduation requirements and the required degree courses with at least a "C" or "P" grade in each course, the student will be awarded a Baccalaureate degree.

Rationale for including "P" grade for credit programs

From the PCAH:

It should be noted that the competency requirements for written expression and mathematics may also be met by obtaining a satisfactory grade in courses in English and mathematics taught in or on behalf of other departments and disciplines, and which, as determined by the district governing board, require entrance skills at a level equivalent to those necessary for Freshman Composition and Intermediate Algebra respectively.

Requirements for demonstrating competency in reading shall be locally determined.

For the purpose of this section, “satisfactorily completed” means either credit earned on a “pass - no pass” basis or a grade point average of 2.0 or better in community college credit courses in the curriculum upon which the degree is based.

Noncredit Programs

Certificate of Completion:

Upon completion of the required courses with a grade of “P” for passing, the student will be awarded a Certificate of Completion.

Certificate of Competency:

Upon completion of the required courses with a grade of “P” for passing, the student will be awarded a Certificate of Competency.

For example,

Program Description

Students who complete the Industrial Technology degree with the Industrial Drawing option will acquire information, skills, and training in a variety of fields that will enable them to apply their knowledge in an array of situations, including engineering and manufacturing settings. Students will acquire the practical knowledge and skills to successfully enter industry employment or to advance within their organization. Career opportunities include architecture, engineering, industrial technology draftsman, CAD Technician, engineering technician, CAD Manager, and detailer.

Career Opportunities: Architectural and Civil Drafters, Electrical and Electronics Drafters, Engineering Technician, Mechanical Drafters

Upon completion of graduation requirements and the required degree courses with at least a "C" or "P" grade in each course, the student will be awarded an Associate of Science degree.

Course Blocks

- ### Rule Group Title

ELumen tends to list all of the groups alphabetically; therefore, the language has been standardized for the Rule Groups.

First Rule Group

Full Program Title

(i.e.. Industrial Drawing Associate of Science NOT Ind Drawing Assoc of Science)

Sub Rule Group(s)

Core Courses, List A, List B, List C....

For example,

Rule Group: Industrial Drawing Associate of Science

Complete All of the following		0 – 0
Rule Group: Core Courses:	Required	
Complete All of the following		0 – 0

		Credits
INDRB12Introduction to Drafting and CAD	Active	3 – 3
INDRB20AComputer Aided Drafting & Design (CAD) – Intermediate	Active	3 – 3
INDRB20BComputer Aided Drafting and Design (CAD)	Active	3 – 3
INDRB40Parametric Modeling Fundamentals	Active	3 – 3
INDRB50Process Piping	Active	3 – 3
INDRB51Electrical Design	Active	3 – 3
INDRB52Civil Drafting and Geographic Information Systems	Active	3 – 3
COMPB5Introduction to Microsoft 365	Active	3 – 3

***Rule Group Credits 24**

Rule Group: List A:	Electives	
Complete The following number of credits		6 – 7

		Credits
INDRB42Introduction to Solidworks	Active	2 – 2
INDRB71Independent Topics in Industrial Drawing	Active	2 – 2
MFGTB1ABMachine Tool Processes	Active	3 – 3
WELDB1AOxygen-Acetylene Welding and Cutting	Active	2 – 2
WELDB1BIntroduction to the Welding Processes	Active	2 – 2
WOODB1Introduction to Woodworking	Active	2 – 2

***Rule Group Credits 6-7**

***Rule Group Credits 30-31**

*****Computed automatically by elumen*

Further examples can be found on the Curriculum Canvas eLumen Guides page.

Recommended Sequence

For example,

Selected Sequence: Industrial Drawing Associate of Science Degree Requirements

Sequence Name: Industrial Drawing Associate of Science Degree Requirements

Term 1		**Credits 14-17**
Core Courses:	INDRB12: Introduction to Drafting and CAD	3
Core Courses:	COMPB5: Introduction to Microsoft 365	3
Rule Group A:	Choose any	2-3
B.2 Mathematics and Logic (Analytical Thinking)		
	Choose any	3-5
E.1. Lifelong Understanding and Self-Development		
	Choose any	3

Term 2		**Credits 16-18.5**
Core Courses:	INDRB20A: Comp. Aided Drafting & Design (CAD) – Int.	3
Core Courses:	INDRB40: Parametric Modeling Fundamentals	3
Rule Group A:	Choose any	2-3
A.2 Written Communication		
	Choose any	3-4.5
D.3. American (U.S.) Institutions		
	Choose any	3
Elective Course	Elective course to meet required unit count	2

Term 3		**Credits 15-18**
Core Courses:	INDRB20B: Computer Aided Drafting and Design (CAD)	3
Core Courses:	INDRB51: Electrical Design	3
Rule Group A:	Choose any	2-3
A.1 Oral Communication		
	Choose any	3
D.1. Foundations in the Behavioral Sciences & D.2. Foundations in the Social Sciences		
	Choose any	3
E.2. Physical Education	Choose any	1-3

Term 4		**Credits 15-18**
Core Courses:	INDRB50: Process Piping	3
Core Courses:	INDRB52: Civil Drafting and Geographic Information Systems	3
B.1 Natural Sciences	Choose any of the selected	3-5
Area C: Arts, Literature, Philosophy, and Foreign Language.		
	Take a minimum of 3 units.	
	Choose any of the selected	3-4
Elective Course	Elective course to meet required unit count	3

Further examples can be found on the Curriculum Canvas eLumen Guides page.

Learning Outcomes (Program Learning Outcomes / PLOs)

Each PSLO must begin with, "Upon successful completion of the program, the student will be able to..."

The Assessment Committee recommends that PLOs utilize action verbs from the highest 4 levels of Bloom's taxonomy to showcase that these are higher-order skills that students will take away from the program. Here is a quick breakdown of Bloom's Taxonomy: https://cft.vanderbilt.edu/guides-sub-pages/blooms-taxonomy/. You can find out more about the taxonomy via the Assessment Committee Handbook (pp. 14-16).

The Assessment Committee's rule of thumb is to list the Expected SLO Performance for each PLO as 70%, but some departments have their own guidelines.

For example,

PSLOs	**Expected SLO Performance**
1. Upon successful completion of the program, the student will be able to demonstrate the technical skills required for industrial employment.	70 %
2. Upon successful completion of the program, the student will be able to create unique solutions to problems encountered in industrial design and product development.	70 %
3. Upon successful completion of the program, the student will be able to recommend the most appropriate software application for the creation of architectural, civil, mechanical, or piping diagrams.	70 %

Program Narrative

❖ Catalog Description

1. Copy/paste program description from Cover Info.
2. Skip a line.
3. “Program Learning Outcomes” and underline.

4. Copy/paste PLOs from previous page maintaining numbering and formatting.

For example,

Students who complete the Industrial Technology degree with the Industrial Drawing option will acquire information, skills, and training in a variety of fields that will enable them to apply their knowledge in an array of situations, including engineering and manufacturing settings.

To Transfer Coursework, a minimum of 31 semester units in the major with a grade of 'C' or better while maintaining a minimum grade point average of at least 2.0 in all California State University transferable coursework.

Upon completion of graduation requirements and the required degree courses with at least a "C" or "P" grade in each course, the student will be awarded an Associate of Science degree.

Program Learning Outcomes

1. Upon successful completion of the program, the student will be able to demonstrate the technical skills required for industrial employment.
2. Upon successful completion of the program, the student will be able to create unique solutions to problems encountered in industrial design and product development.
3. Upon successful completion of the program, the student will be able to recommend the most appropriate software application for the creation of architectural, civil, mechanical, or piping diagrams.

❖ Program Goals and Objectives

Brief statements about the program goals and objectives. Include any necessary details pertaining to your specific program (ADT, CTE, Bachelor's, etc.). CTE programs should also list competencies to be achieved. If selective (i.e. requires an application to enter the program), list relevant entry criteria, the selection process, and how we comply with Title 5 Sections 55201 and 58106. Also, consider the following:

For example:

Students will acquire the practical knowledge and skills to successfully enter industry employment or to advance within their organization. Career opportunities include architecture, engineering, industrial technology draftsman, CAD Technician, engineering technician, CAD Manager, and detailer.

Career Opportunities: Architectural and Civil Drafters, Electrical and Electronics Drafters, Engineering Technician, Mechanical Drafters

- ADT- See AO for standardized language for transfer
- COA- See AO for standardized language for transfer
- AA or AS- See AO for standardized language for transfer
- List any mandatory fees for the program

Bulleted list of program goals and objectives.

❖ Program Requirements

Should be formatted like this.

- Program Title (Total units: X-X)
- List the course blocks per the course blocks page
- *Make sure that all units from the cover info, course blocks, and program narrative match exactly.
- Repeat the Recommended Sequence

For example:

Electrical Engineering Associate of Science Degree (62-74 units)

Core Courses (42 units)

Course	Name	Units
CHEM B1A	General Chemistry	5.0
ENGR B17	Engineering Circuits	3.0
ENGR B17L	Engineering Circuits Lab	1.0
ENGR B18	Digital Logic	4.0
ENGR B19C	C++ for Engineers & Scientists	4.0
ENGR B47	Introduction to Engineering and Design	2.0
MATH B6A	Analytic Geometry/Calculus I	4.0
MATH B6B	Analytic Geometry/Calculus II	4.0
MATH B6C	Calculus III	4.0
MATH B6D	Ordinary Differential Equations	3.0
PHYS B4A	Mechanics and Wave Motion	4.0
PHYS B4B	Heat, Electricity, and Magnetism	4.0

Recommended Sequence

Term 1 (17 units)	Units
CHEM B1A	5.0
ENGR B47	2.0
MATH B6A	4.0
GE A.1 (Oral Communication)	3.0
GE Area D - POLS B1	3.0

Term 2 (15-16 units)	Units
PHYS B4A	4.0

MATH B6B	4.0
ENGR B19C	4.0
GE A.2 - English Composition	3.0-4.0

Term 3 (16-19 units)	Units
ENGR B18	4.0
MATH B6C	4.0
PHYS B4B	4.0
GE Area C1 - Arts	3.0
GE Area D - Social Science	1-4.0

Term 4 (16-17 units)	Units
ENGR B17	3.0
ENGR B17L	1.0
MATH B6D	3.0
GE Area C2 - Humanities	3.0-4.0
GE Area E - Lifelong Learning	3.0
GE Area F - Ethnic Studies	3.0

❖ CTE Programs

Remember to upload any required documentation.

Program and Certificates

	Transfer Degrees	**Associate Degrees**	**Certificates**	**Noncredit Certificates (CDCP)**	**Baccalaureate Degrees**
Type	Associate in Science for Transfer (AS-T) Associate in Arts for Transfer (AA-T)	Associate of Science (AS) Associate of Arts (AA)	Certificate of Achievement (CA) Job Skills Certificate (JSC)	Certificate of Competency (ESL and Basic Skills) Certificate of Completion (Short-Term Vocational and Workforce Prep)	Bachelor of Arts (B.A.), Bachelor of Science (B.S.)
Units	60 units exactly; at least 18 units in major	At least 60 units; at least 18 units in major	CA – 16 units or more for financial aid JSC – less than 8 or 8-15.5 non-transcriptable	No units Must be at least 2 courses.	At least 120; at least 60 at Associate level; at least 40 units of upper division
General Education	Must use CalGETC	May use local GE or CalGETC Liberal Arts may not use local GE.	No GE	No GE	At least 36 units lower division; at least 9 units upper division
CCCCO	Requires CCCCO review and approval	Requires CCCCO review and approval if CTE	Requires CCCCO review and approval if CTE and CA	Short-Term Vocational requires CCCCO review and approval	Requires CCCCO review; CCCCO and Senate pre-approval
Extra Documentation	Must include TMC and any supporting documents	CTE must include advisory minutes, LMI, and consortium recommendation *Apprenticeship needs DAS approval letter	CTE must include advisory minutes, LMI, and consortium recommendation *Apprenticeship needs DAS approval letter	Short-Term Vocational must include LMI	CCCCO Application