

DEFINITIONS

Program Requirement: A course in the “area of emphasis” that is required for a program.

Restricted Elective: A course in a select list of courses (in the “area of emphasis”) from which a student must choose the specified number to satisfy a requirement of the program (i.e., “Select 2 courses from the following”)

General Education: A course that does NOT satisfy a specific requirement in the “area of emphasis” but does satisfy (in whole or in part) a General Education requirement (in whichever GE pattern is being used).

Elective: A course that does NOT satisfy a specific requirement in either the “area of emphasis” or in the GE pattern, but does count to the required 60 units for either the degree or transfer.

Gateway Course: Entry level courses (placed early in the sequence) which offer students an idea of the program and engage student to figure out if they want to continue or move to another path.

Weeks: Some of our courses run “first 8 weeks” or “second 8 weeks” which allows students to complete more COURSES (not units) in a semester. If that applies to courses in your program, indicate the Begin and End week of the courses.

of Units: Taken from the Course Outline of Record

Total Hours: This is the total hours (both inside and outside the classroom) that are EXPECTED (per official unit calculation) to successfully complete the course.

- **CALCULATING TOTAL HOURS based on Course Outline of Record:**
 - 1 Lecture hour = 3 hours in class + 6 hours outside of class = 9 total hours/week (formula: lecture x 3)
 - 1 Lab or 1 Arranged hour = 1 hour in class + 0 hours outside of class = 1 total hour/week (formula: lab + arranged x 1)
 - **EASY FORMULA (usually works): Units x 3 = TOTAL HOURS**

Course Requisites: A PRE-requisite that must be taken BEFORE this course. A CO-requisite must be taken AT THE SAME TIME as this course.

Intersession Option: Some courses are more “conducive to” or “appropriate for” 6-8 week intersessions than others. Indicate which of the courses are recommended be taken in the intersession IF THE STUDENT MUST DO SO. Do not use this option to add more than 16 units.