
WEST HILLS COMMUNITY COLLEGE

PROGRAM

COURSE OUTLINES

A course outline shall be prepared for each course of study approved by the Board in order to inform the public of the instructional program of the college and to direct and assist the professional staff in the attainment of goals sought by that course of study.

The Board shall prepare and keep on file for public inspection in the office of the Chief Instructional Office (CIO), the courses of study, in the form of course outlines, for the colleges of this District.

The Board shall expect professional staff members to implement the course outline to the following areas: Each course outline shall be construed as providing a basic framework for the course of study.

A course syllabus, containing an abstract of objectives, evaluative criteria, grading procedures, books required and attendance requirements shall be prepared for each course of study and place on file in the office of the CIO.

Board approval date: _____