**Faculty of**

Course Title

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program Title** | **Ministry Title** | **Major** | **Year** | **Semester** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Course Code:** | | **Course Equiv. Code(s):** |
| **Course Hours:** | | **Course GPA Weighting:** |
| **Prerequisite:** | | |
| **Corequisite:** | | |
| **Laptop Course: Yes** | **No** | |
| **Delivery Mode(s):**  **In-class  Online  Hybrid  Hyflex  Flexible** | | |
| **Remote proctoring required Yes  No** | | |
| **Authorized by (Dean or Director):** | | **Date:** |

|  |  |  |
| --- | --- | --- |
| **Prepared by** | | |
| **First Name** | **Last Name** | **Email** |
|  |  |  |

This template is for drafting new courses and is not the official course outline for Durham College.

Official Durham College course outlines are to be edited, reviewed, and approved in WebCOT.

Contact the [webcot@durhamcollege.ca](mailto:webcot@durhamcollege.ca) for assistance and support.

Document accessibility requirements: Arial font size 10.

**This course supports the following program outcomes:**

Program outcomes from PLOR.

**Course Description:**

Course description from Banner.

**Subject Eligibility for Prior Learning Assessment & Recognition (PLAR):**

Prior Learning Assessment and Recognition (PLAR) is a process a student can use to gain college credit(s) for learning and skills acquired through previous life and work experiences. Candidates who successfully meet the course learning outcomes of a specific course may be granted credit based on the successful assessment of their prior learning. The type of assessment method (s) used will be determined by subject matter experts. Grades received for the PLAR challenge will be included in the calculation of a student’s grade point average.

The PLAR application process is outlined in <http://www.durhamcollege.ca/plar> . Full-time and part-time students must adhere to all deadline dates. Please email: PLAR@durhamcollege.ca for details.

**PLAR Eligibility**

Yes  No

**PLAR Assessment (if eligible):**

Assignment

Exam

Portfolio

Other

|  |  |
| --- | --- |
| **Course Learning Outcomes** | |
| Course Learning Outcomes contribute to the achievement of Program Learning Outcomes for courses that lead to a credential (e.g. diploma). A complete list of Vocational/Program Learning Outcomes and Essential Employability Skill Outcomes are located in each Program Guide. | |
| **Course Specific Learning Outcomes (CLO)** | **Essential Employability Skill Outcomes (ESSO)** |
| Students receiving a credit for this course will have reliably demonstrated their ability to: | This course will contribute to the achievement of the following Essential Employability Skills: |
|  | EES 1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. |
|  | EES 2. Respond to written, spoken, or visual messages in a manner that ensures effective communication. |
|  | EES 3. Execute mathematical operations accurately. |
|  | EES 4. Apply a systematic approach to solve problems. |
|  | EES 5. Use a variety of thinking skills to anticipate and solve problems. |
|  | EES 6. Locate, select, organize, and document information using appropriate technology and information systems. |
|  | EES 7. Analyze, evaluate, and apply relevant information from a variety of sources. |
|  | EES 8. Show respect for the diverse opinions, values, belief systems, and contribution of others. |
|  | EES 9. Interact with others in groups or team in  ways that contribute to effective working relationships and the achievement of goals. |
|  | EES 10. Manage the use of time and other resources to complete projects. |
|  | EES 11. Take responsibility for one's own actions, decisions, and consequences. |

**Evaluation Criteria:**

The Course Learning Outcomes and Essential Employability Skills Outcomes are evaluated by the following evaluation

criterion.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evaluation Criteria** | **Evaluation Description** | **Course Learning Outcomes** | **EESOs** | **Weighting** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | **Total 100%** |

**Notes:**

1.

2.

3.

**Required Text(s) and Supplies:**

N/A

1.

2.

3.

**Recommended Resources (purchase is optional):**

N/A

1.

2.

3.

**Policies and Expectations for the Learning Environment:**

**General Policies and Expectations:**

|  |  |
| --- | --- |
| **General College Policies related to:**  **+** Acceptable Use of Information Technology  **+** Academic Policies  **+** Academic Integrity  **+** Standards for Student Conduct for all Learning Environments’  **+** Information about academic policies and procedures can be found at <http://www.durhamcollege.ca/academicpolicies> | **General policies related to:**  + Attendance  + Absence related to tests or assignment due dates  + Excused absences  + Writing tests and assignments  + Classroom management can be found in the Program Guide (full-time programs only) at <http://www.durhamcollege.ca>/mycampus |
| All students at Durham College have the responsibility to familiarize themselves with and abide by the  college’s Academic Integrity Policy. Students are expected to complete and submit their own work in an  honest manner, in accordance with the policy. Durham College has zero tolerance for breaches of  academic integrity. All suspected breaches of academic integrity will be investigated and documented  following procedures outlined in the policy, and should a breach be confirmed, appropriate penalties will be  levied. Breaches of academic integrity refer to a variety of practices including, but not limited to:  • copying another person’s work;  • using unauthorized materials or resources during an evaluation;  • obtaining unauthorized copies of evaluations in advance;  • collaborating without permission;  • colluding or providing unauthorized assistance;  • falsifying academic documents or records;  • misrepresenting academic credentials;  • buying, selling, stealing, soliciting, exchanging or transacting materials or information for the purpose of  academic gain;  • bribing or attempting to bribe personnel;  • impersonation;  • submitting the same work in more than one course without authorization;  • improper use of computer technology and the internet;  • depriving others of academic resources;  • misrepresenting reasons for special consideration of academic work;  • plagiarizing or failing to acknowledge ideas, data, graphics or other content without proper and full  acknowledgement.  If you have questions or concerns about what constitutes appropriate academic conduct or research and  citation methods, and what your responsibilities are towards academic integrity, please visit the Academic  Integrity website on MyDC, reach out to Student Academic Learning Services (SALS), or speak with your  professor or Student Advisor. | |

## Course Specific Policies and Expectations:

**General Course Outline Notes**

|  |
| --- |
| 1. Students should use the course outline as a learning tool to guide their achievement of the learning outcomes for this course. Specific questions should be directed to their individual professor. 2. The college considers the electronic communication methods (i.e. DC Mail or DC Connect) as the primary channel of communication. Students should check the sources regularly for current course information. 3. Professors are responsible for following this outline and facilitating the learning as detailed in this outline. 4. Course outlines should be retained for future needs (i.e. university credits, transfer of credits etc.). 5. A full description of the Academic Appeals Process can be found at <https://durhamcollege.ca/about/governance/policies/academic-policies> . 6. Faculty are committed to ensuring accessible learning for all students. Students who would like assistance with academic access and accommodations in accordance with the Ontario Human Rights Code should register with the Access and Support Centre (ASC). ASC is located in room SW116, Oshawa Campus and in room 180 at the Whitby Campus. Contact ASC at 905-721-3123 for more information. 7. Durham College is committed to the fundamental values of preserving academic integrity. Durham College and faculty members reserve the right to use electronic means to detect and help prevent plagiarism. Students agree that by taking this course all assignments could be subject to submission either by themselves or by the faculty member for a review of textual similarity to Turnitin.com. Further information about Turnitin can be found on the Turnitin.com Web site. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning Plan**  The Learning Plan is a planning guideline. Actual delivery of content may vary with circumstances.  Students will be notified in writing of changes that involve the addition or deletion of learning outcomes or evaluations, prior to changes being implemented, as specified in the Course Outline Policy and Procedure at Durham College. | | | |
| **Week/**  **Module** | **Hours:** | **Delivery:** | |
|  | **Course Learning Outcomes** | | |
| **Essential Employability Skills**  Taught: Practiced: | | |
| **Intended Learning Objectives/Topics** | | |
| **Intended Learning Activities** | | |
| **Resources and References** | | |
| **Evaluation** | | **Weighting** |
| **Week/**  **Module** | **Hours:** | **Delivery:** | |
|  | **Course Learning Outcomes** | | |
| **Essential Employability Skills**  Taught: Practiced: | | |
| **Intended Learning Objectives/Topics** | | |
| **Intended Learning Activities** | | |
| **Resources and References** | | |
| **Evaluation** | | **Weighting** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Week/**  **Module** | **Hours:** | **Delivery:** | |
|  | **Course Learning Outcomes** | | |
| **Essential Employability Skills**  Taught: Practiced: | | |
| **Intended Learning Objectives/Topics** | | |
| **Intended Learning Activities** | | |
| **Resources and References** | | |
| **Evaluation** | | **Weighting** |
| **Week/**  **Module** | **Hours:** | **Delivery:** | |
|  | **Course Learning Outcomes** | | |
| **Essential Employability Skills**  Taught: Practiced: | | |
| **Intended Learning Objectives/Topics** | | |
| **Intended Learning Activities** | | |
| **Resources and References** | | |
| **Evaluation** | | **Weighting** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Week/**  **Module** | **Hours:** | **Delivery:** | |
|  | **Course Learning Outcomes** | | |
| **Essential Employability Skills**  Taught: Practiced: | | |
| **Intended Learning Objectives/Topics** | | |
| **Intended Learning Activities** | | |
| **Resources and References** | | |
| **Evaluation** | | **Weighting** |
| **Week/**  **Module** | **Hours:** | **Delivery:** | |
|  | **Course Learning Outcomes** | | |
| **Essential Employability Skills**  Taught: Practiced: | | |
| **Intended Learning Objectives/Topics** | | |
| **Intended Learning Activities** | | |
| **Resources and References** | | |
| **Evaluation** | | **Weighting** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Week/**  **Module** | **Hours:** | **Delivery:** | |
|  | **Course Learning Outcomes** | | |
| **Essential Employability Skills**  Taught: Practiced: | | |
| **Intended Learning Objectives/Topics** | | |
| **Intended Learning Activities** | | |
| **Resources and References** | | |
| **Evaluation** | | **Weighting** |
| **Week/**  **Module** | **Hours:** | **Delivery:** | |
|  | **Course Learning Outcomes** | | |
| **Essential Employability Skills**  Taught: Practiced: | | |
| **Intended Learning Objectives/Topics** | | |
| **Intended Learning Activities** | | |
| **Resources and References** | | |
| **Evaluation** | | **Weighting** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Week/**  **Module** | **Hours:** | **Delivery:** | |
|  | **Course Learning Outcomes** | | |
| **Essential Employability Skills**  Taught: Practiced: | | |
| **Intended Learning Objectives/Topics** | | |
| **Intended Learning Activities** | | |
| **Resources and References** | | |
| **Evaluation** | | **Weighting** |
| **Week/**  **Module** | **Hours:** | **Delivery:** | |
|  | **Course Learning Outcomes** | | |
| **Essential Employability Skills**  Taught: Practiced: | | |
| **Intended Learning Objectives/Topics** | | |
| **Intended Learning Activities** | | |
| **Resources and References** | | |
| **Evaluation** | | **Weighting** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Week/**  **Module** | **Hours:** | **Delivery:** | |
|  | **Course Learning Outcomes** | | |
| **Essential Employability Skills**  Taught: Practiced: | | |
| **Intended Learning Objectives/Topics** | | |
| **Intended Learning Activities** | | |
| **Resources and References** | | |
| **Evaluation** | | **Weighting** |
| **Week/**  **Module** | **Hours:** | **Delivery:** | |
|  | **Course Learning Outcomes** | | |
| **Essential Employability Skills**  Taught: Practiced: | | |
| **Intended Learning Objectives/Topics** | | |
| **Intended Learning Activities** | | |
| **Resources and References** | | |
| **Evaluation** | | **Weighting** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Week/**  **Module** | **Hours:** | **Delivery:** | |
|  | **Course Learning Outcomes** | | |
| **Essential Employability Skills**  Taught: Practiced: | | |
| **Intended Learning Objectives/Topics** | | |
| **Intended Learning Activities** | | |
| **Resources and References** | | |
| **Evaluation** | | **Weighting** |
| **Week/**  **Module** | **Hours:** | **Delivery:** | |
|  | **Course Learning Outcomes** | | |
| **Essential Employability Skills**  Taught: Practiced: | | |
| **Intended Learning Objectives/Topics** | | |
| **Intended Learning Activities** | | |
| **Resources and References** | | |
| **Evaluation** | | **Weighting** |