**CREDIT-BEARING PROGRAMME OUTLINES**

**(i) Provide the following information about each Credit Bearing Programme:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Degree Name** | **Duration** | **Mode Of Delivery** |
| **E.g**. Certificate | **E.g**. Accounting | **E.g**. 6 months | **E.g**. Face-to-Face |
| **E.g**. Diploma | **E.g**. Early Child Care | **E.g**. 1 year | **E.g**. Blended/Hybrid Learning |
| **E.g**. Associate of Science | **E.g**. Psychology | **E.g**. 2 years | **E.g**. Face-to-Face & Web-Enhanced  |
| **E.g**. Bachelor of Science | **E.g**. Nursing | **E.g**. 4 years | **E.g**. Blended/Hybrid Learning |
| **E.g**. Master of Science | **E.g**. Business Administration (MBA) | **E.g**. 18 months | **E.g**. 100% Online |

1. **ALL Credit-Bearing Programme Outlines MUST feature the following information.**

|  |
| --- |
| **Programme Description:** |
| **Programme Goals/Objectives:**  |
| **Programme Department:** | **Total # of Credits in Programme:** | **Programme Length:** | **Programme Mode of Study: (Face-to-Face / Online/Blended…etc.)** |
| **# of General Education Course Credits:** | **# of Core Course Credits:** | **# of Major Course Credits:** | **# of Elective Course Credits:** |
| **General Entry Requirements (New Students):** |
| **General Entry Requirements (Transfer Students):** |
| **General Entry Requirements (International Students and Other Student Categories if applicable):** |
| **Provide information on the academic provisions in place for identifying and providing support for admitted students who are not fully prepared for college level study in this academic programme.** |

 **(Attach Each Programme Outline separately and in front of the corresponding course outlines).**

**(iii) ALL courses featured in the Programme MUST be laid out in the following format:**

|  |  |  |
| --- | --- | --- |
| **DEGREE DESIGNATION** | **DEGREE NAME** | **TOTAL CREDIT HOURS** |
|  |  |  |

|  |
| --- |
| **GENERAL EDUCATION COURSES** |
| **Course Code** | **Course Title** | **Course Credit Hour** |
|  |  |  |
| **CORE COURSES**  |
| **Course Code** | **Course Title** | **Course Credit Hour** |
|  |  |  |
| **MAJOR COURSES** |
| **Course Code** | **Course Title** | **Course Credit Hour** |
|  |  |  |

**(iv) Programme Sequence - Illustrate the ‘Recommended Sequence’ of ALL courses featured in the programme for both Full-time and Part-time offerings.**

**RECOMMENDED SEQUENCE**

(Part-Time Student)

**First Semester**

Course code – Course Name

Course code – Course Name

**Second Semester**

Course code – Course Name

Course code – Course Name

Course code – Course Name

**Third Semester**

Course code – Course Name

**RECOMMENDED SEQUENCE**

(Full-Time Student)

**First Semester**

Course code – Course Name

Course code – Course Name

Course code – Course Name

Course code – Course Name

**Second Semester**

Course code – Course Name

Course code – Course Name

Course code – Course Name

Course code – Course Name

**(v). COURSE OUTLINES - Course Outlines MUST feature the following components**

***(Attach Each Separately)***

|  |  |  |
| --- | --- | --- |
| **Course Code:** | **Course Name:** | **Credit Hour:** |
| **Prerequisite(s):** | **Co-requisite(s)** | **Contact Hours:** | **Semester Length:** | **Mode of Delivery/Instruction:** | **Date Last Updated:**(month & year) |
| **Course Description:** |
| **Course Objectives:** |
| **Course Learning Outcomes:** |
| **Course Materials:**Ensure that text book information includes: (i) Full Name of Textbook, (ii) Author(s), (iii) Edition, (iv) Year Published, (v) Publisher(s), and (vi) ISBN #. |
| **Course Content:** |
| **Course Assessment & Evaluation:**Ensure to include: (i) a list of formative and summative assignments and their associated percentage weights, (ii) grading scheme used at institution (i.e. letter grade percentage weight, and GPA equivalent). |
| **General & Academic Policy Statements:** Ensure at a minimum the following policies are included on each course outline: (i) Academic Integrity, (Ii) Class Attendance/Absenteeism, (Iii) Technology Requirements For The Course, (iv) Disruptive Student Conduct Policy, (v) Late Assignment Policy, (vi) Make –Up Exam Policy, and (vii) Course Withdrawal Policy. Also included a ‘subject to change’ statement’ |