

# Winona State University Course Outline Submission Form

Course Outlines are documents approved by the college and university curriculum committee. The outline reflects extensive course information such as the course title, course description, prerequisites, total credits, lecture/lab breakdown, and student learning outcomes. Courses that meet the Minnesota Transfer Curriculum should indicate the goal areas met by the course. Course outlines are the property of institutions and may be used to have student's courses evaluated for transfer. **Note:** A course syllabus is created by faculty members based on the course outline.

Course Subject	Course Number
Please choose a subject.	

Please choose a Course Subject from the list provided above by clicking in the first space. Type the Course Number in the next space provided above.

**NO ENTRY REQUIRED IN A or B below.**

## A. COURSE DESCRIPTION

This section prints course credits, the number of lecture, lab and/or OJT hours per week (\*. \* if none entered), prerequisites, co-requisites, and MN transfer curriculum goal areas (None if none entered) and the course description itself as they've been entered into ISRS Curriculum Management.

Credits - Course Outline, Credits tab

Lab Hours/Week - Academic Details

Lecture Hours/Week - Academic Details

OJT Hours/Week - Academic Details

Prerequisites - Course Outline, Prerequisites tab

Co-requisites - Course Outline, Co-Requisites tab

MnTC Goals - Course Outline, MN Transfer Goals tab

Description - Course Outline, Description tab

## B. COURSE EFFECTIVE DATES

These dates are pulled from the effective date range displayed in Course Outline summary data

## C. OUTLINE OF MAJOR CONTENT AREAS

This section contains a broad topical outline identifying major subjects to be covered in the course. The outline should follow a traditional outline format as indicated below.

Please type your course outline using the outline format illustrated below. If you have a pre-existing outline, copy and paste below. Please note there is a limit of 600 spaces per major content area.

- 1 Major content area 1
  - a. Sub-item 1
    - i. Sub-sub-item 1
    - ii. Sub-sub-item 2
    - iii. Etc.
  - b. Sub-item 2
    - i. Sub-sub-item 1
    - ii. Sub-sub-item 2
    - iii. Etc.
- 2 Major content area 2
  - a. Sub-item 1
    - i. Sub-sub-item 1
    - ii. Etc.

- b. Sub-item 2
  - i. Sub-sub-item 1
  - ii. Etc.
- 3 Major content area 3
  - a. Sub-item 1
  - b. Sub-item 2

**D. LEARNING OUTCOMES (General)**

Please type the learning outcomes below following the statement “Students will”:

Students will  
Students will  
Students will  
Students will

Save this document on your computer under the Course Subject and Number (example ENG111.docx). Please send an email to [LBeseler@winona.edu](mailto:LBeseler@winona.edu) and [CVerbeke@winona.edu](mailto:CVerbeke@winona.edu) including your saved document as an attachment. The deadline for all course outlines is June 30, 2012.

Questions can be sent to either Lori Beseler or Cheryl Verbeke at the email address above. Thank you!