

Course Outcome Summary Checklist

Directions

Complete the review of your WIDS course. Make sure you have completed all of the items below. Once everything is complete, use WIDS to request approval for your course (Purple box on WIDS page gives directions). If there has been a change to the course title, description, credits, total hours, or types of instruction, be sure the Course Update form has been completed.

Scoring Standard

You must have all of the items below completed to have your course approved.

Criteria	Complete
COURSE INFORMATION	
you include course number	
you include course title	
you match course description to INFOnline/Catalog	
you list total credits	
you identify total hours	
you include types of instruction	
you identify Instructional level	
you list Pre-/Co-requisites (if applicable)	
you list learner supplies (if applicable)	
RELATED OUTCOMES	
you link all listed core abilities to at least 1 competency	
you link external standards (if applicable)	
COMPETENCIES	
you write 2 to 10 course competencies per credit. Course competencies begin with a verb and must be observable or measurable. Use only 1 verb per competency.	
you identify at least one assessment strategy per competency. The assessment strategy describes how competence is demonstrated.	
you list 2 to 10 criteria per competency. Use only 1 verb per criteria. Process Criteria - evaluates what process the learner follows. Product Criteria - evaluates quality standards of the finished product. See the resources listed below for examples.	
you write 2 to 10 learning objectives per competency. Learning objectives begin with a verb and must be observable or measurable. Use only 1 verb per learning objective.	

Resources:

- MATC Portal > Departments > Teaching Learning Community > Curriculum > Curriculum Manual > Course Outcome Summary Guidelines
- MATC Portal > WIDS > COS Guidelines (Green Box)
- Within WIDS software – Milwaukee Area Technical College Help function
- Within WIDS software – Drop down lists give examples of verbs and language to be used in each section