

Curriculum Inventory Management

Course Component Job Aid

Overview

New for many Course editors is the task of specifying course components. This job aid will help you complete the task.

Specify any Class Format that can be used for this course. For each format, detail the credit hours, weekly contact hours, and primary component status.

Component

1 Class Format	2 Credit Hours per Component	3 Weekly Contact Hours per Component	4 Primary Component?	
Lecture	4	4	Yes	✖ ↑ ↓
Laboratory	0	2	No	✖ ↑ ↓

Credit hours must equal the total of credit hours per components listed above.

Credit Hours 5

- 1 Class Format** - enter the semester credit hours earned by a student completing this component of the course. Attach old and new syllabus if changing credit hours.
 - ▷ For many courses, we are tracking this data for the first time. So, if zero (0) is displayed, no prior information was entered.
- 2 Credit Hours per Component** - enter the semester credit hours earned by a student completing this component of the course. Attach old and new syllabus if changing credit hours. For many courses, we are tracking this data for the first time. So, if zero (0) is displayed, no prior information was entered.
- 3 Weekly Contact Hours per Component** - is the number of hours faculty member will spend face to face with students. Using the Carnegie system (a 50-minute hour), enter the number of hours meeting weekly in class.
- 4 Primary Component** - identifies to which component the final grade for the course is attached.
 - ▷ Select only one primary component.
- 5 Credit Hours** -
 - ▷ **Definition**- The sum of the above component credit hours.
 - ▷ **Usage**- Ensure number is the sum of credit hours per component. The number entered must equal total of above credit hours component(s).
 - ▷ **Example**- If we enter a lecture for 3 credits and a lab for 1 credit, the total Credit Hours is 4 credits.