Course Outcome Summary (COS)

What:  
The Course Outcome Summary (COS) is the official document specifying the title, course credits, hours, description, units of instruction, and expected student competencies for your course.

The COS is developed using WIDS (Worldwide Instructional Design System). The software can be used as a tool to extend the content from the Course Outcome Summary to develop learning plans and a syllabus for the course.

Certification course #50, Curriculum or Course Construction, teaches faculty how to develop/revise a Course Outcome Summary for a course. Assistance is also available from the office of Curriculum Management.

Who:  
Contact your supervisor to obtain a copy of the Course Outcome Summary or course outline and sample syllabus.

Course Outcome Summaries are also available on the Curriculum Management web site under Course Outcome Summaries at: http://ematc/AcademicAffairs/InstDes/Course_Outcome_Summaries/course_outcome_summaries.htm

For information/assistance in developing a course, obtaining software, software manuals, or installing WIDS on your office or home computer, call extension 77763 (Vivian Faye).

When:  
The Course Outcome Summary should be developed for all new courses. For existing courses, the COS should be updated every two years by the department. Course content is approved by the department and reviewed by the occupational program advisory committees every two years. (Procedure EE0121 – can be found at: http://www.matc.edu/documents/LegalDocuments/procedures/ee/ee0121.pdf)

Where:  
The WIDS software can be installed from the network (using the folder “Downloadable Applications”) and in each campus Faculty Resource Center (FRC). The software is available for checkout from campus libraries, for installation on home PCs. For instructions on installing the software on your desktop, go to the MATC Quick Start link at: http://ematc/AcademicAffairs/InstDes/WIDS7_QuickStart_Guide/table_of_contents.htm