

Course Outcome Summary (COS) 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 COS.

Scoring Standard

You must have all of the items below completed prior to submitting your COS for approval.

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 at least 1 Career Essential to a competency.	
you link any other Related Outcomes you have listed in the COS to at least one competency. (i.e. External Standards and/or Program Outcomes.)	
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 write at least one assessment strategy per competency. The assessment strategy describes how competence is demonstrated. <i>Competence will be demonstrated:</i> e.g., through written exam, in a lab project, through a speech, by class participation, in a group setting.	
you write 2 or more criteria per competency. Process Criteria begin with a verb. Product Criteria begin with a product, and both must be measurable . Use only 1 verb per criteria.	
you write 2 or more 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