Pikes Peak State College (PPSC) Educational Procedure

EP 120 B – Master Course Template Non-GT Courses

Originated:

Unknown

Revised:

January 2025
November 2018

References:

CCCS Board Policies & System Procedures: SP9-30a Associate Degrees, SP 9-30b Bachelor Degrees, and SP 9-30c -Certificates.
Common Course Numbering System

Approved By:

Jacquelyn Gaiters-Jordan
Vice President for Instructional Services, Pikes Peak State College

Jacquelyn Gaiters-Jordan (Feb 18, 2025 09:33 MST)
Signature

02/18/2025
Date

Joseph Miller
Faculty Senate President, Pikes Peak State College

Joseph Miller
Signature

02/18/2025
Date

Deidre Schoolcraft
EP Committee Co-Chair, Pikes Peak State College

Deidre Schoolcraft (Feb 18, 2025 09:49 MST)
Signature

02/18/2025
Date

I. Purpose:

Creating Syllabi that Serve as Roadmaps to Student Success.

II. Scope:

This template serves as guidance for master course syllabi at Pikes Peak State College (PPSC). Data is stored on the Community College Common Course Numbering System (CCNS).

III. Procedure:

This procedure applies to PPSC faculty responsible for creating Master Course Syllabi.

Master Course Syllabus

Course Name and Number [without section number]

Purpose of Document:

This document contains important information about this course's objectives. It may be helpful for you to retain a copy for your records, along with the class specific syllabus. This document will be especially helpful if you decide to later change your course of study.

Pikes Peak State College and the Colorado Department of Higher Education have determined that graduates should have a broad range of learning skills as well as discipline related skills. Both types of skills are detailed below.

Course Description:

[Insert Common Course Numbering System (CCNS) info here]

Credit Hours & Contact Hours

Course Learning Outcomes:

[Insert Common Course Numbering System (CCNS) info here]

Topical Outline

[Insert Common Course Numbering System (CCNS) info here]

Certification Information or similar information

[If applicable, insert here. If N/A delete]

EP 120 B Master Course Syllabus Template Non GT 2.18.2025

Final Audit Report   2025-02-18

Created:	2025-02-18
By:	Susi Holmes (Susi.Holmes@pikespeak.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwewiTduEAwZKl3pzIvt8ZE8Nq84ql9AQ

"EP 120 B Master Course Syllabus Template Non GT 2.18.2025 " History

📄 Document created by Susi Holmes (Susi.Holmes@pikespeak.edu)
2025-02-18 - 4:12:55 PM GMT- IP address: 164.47.161.129

📲 Document signing automatically delegated to Gary Walker (gary.walker@pikespeak.edu) by Jacquelyn Gaiters-Jordan (Jacquelyn.Gaiters-Jordan@pikespeak.edu)
2025-02-18 - 4:16:03 PM GMT

✉ Document emailed to Gary Walker (gary.walker@pikespeak.edu) for signature
2025-02-18 - 4:16:03 PM GMT

✉ Document emailed to Jacquelyn Gaiters-Jordan (Jacquelyn.Gaiters-Jordan@pikespeak.edu) for signature
2025-02-18 - 4:16:03 PM GMT

📄 Email viewed by Gary Walker (gary.walker@pikespeak.edu)
2025-02-18 - 4:21:41 PM GMT- IP address: 164.47.161.128

🖊 Document e-signed by Jacquelyn Gaiters-Jordan (Jacquelyn.Gaiters-Jordan@pikespeak.edu)
Signature Date: 2025-02-18 - 4:33:24 PM GMT - Time Source: server- IP address: 164.47.161.128

✉ Document emailed to Joseph Miller (Joseph.Miller@pikespeak.edu) for signature
2025-02-18 - 4:33:26 PM GMT

📄 Email viewed by Joseph Miller (Joseph.Miller@pikespeak.edu)
2025-02-18 - 4:43:38 PM GMT- IP address: 97.121.148.141

🖊 Document e-signed by Joseph Miller (Joseph.Miller@pikespeak.edu)
Signature Date: 2025-02-18 - 4:43:49 PM GMT - Time Source: server- IP address: 97.121.148.141

Document emailed to Deidre Schoolcraft (Deidre.Schoolcraft@pikespeak.edu) for signature

2025-02-18 - 4:43:50 PM GMT

Email viewed by Deidre Schoolcraft (Deidre.Schoolcraft@pikespeak.edu)

2025-02-18 - 4:49:50 PM GMT- IP address: 104.47.59.254

Document e-signed by Deidre Schoolcraft (Deidre.Schoolcraft@pikespeak.edu)

Signature Date: 2025-02-18 - 4:49:59 PM GMT - Time Source: server- IP address: 164.47.161.128

Agreement completed.

2025-02-18 - 4:49:59 PM GMT