Lingo List

# Language Related to Syllabi at PPCC

**Course Syllabus:** This is referred to as part 1 of the syllabus. This is the instructor specific syllabus for each section of a course, created by individual instructors. This syllabus must include an embed link to the Part 2: Master Course Syllabus. Reference available templates to make sure all required material is present. This syllabus must also have an embed link to Part 3: Institutional Course Syllabus.

**CCNS:** [The Colorado Common Course Numbering System](https://erpdnssb.cccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor) is a website that contains the state required language for GT and Non-GT courses. This material will be included in part 2 of the all syllabi called the master course syllabus.

**Course Learning Outcomes:** Previously called standard competencies on CCNS, and refer to the content specific material students will be taught in a course. Instructors are required to cover 100% of the course learning outcomes in a course.

**General Education Competencies** (aka GT Competencies): These statements refer to general skills student will be taught in each GT Pathway, and are assessed using the statewide rubrics.

* [**Civic Engagement**](http://libguides.ppcc.edu/ld.php?content_id=24086068)
* [**Creative Thinking**](http://libguides.ppcc.edu/ld.php?content_id=24086077)
* [**Critical Thinking**](http://libguides.ppcc.edu/ld.php?content_id=24086086)
* [**Diversity and Global Learning**](http://libguides.ppcc.edu/ld.php?content_id=24086106)
* [**Information Literacy**](http://libguides.ppcc.edu/ld.php?content_id=24086116)
* [**Inquiry and analysis**](http://libguides.ppcc.edu/ld.php?content_id=24086125)
* [**Oral/Presentational Communication**](http://libguides.ppcc.edu/ld.php?content_id=24086132)
* [**Problem Solving**](http://libguides.ppcc.edu/ld.php?content_id=24086139)
* [**Quantitative Literacy**](http://libguides.ppcc.edu/ld.php?content_id=24086159)
* [**Written Communication**](http://libguides.ppcc.edu/ld.php?content_id=24086168)

**GT vs. Non-GT**: GT is the abbreviation for courses that are guaranteed to transfer at all state schools. With this designation comes many required statements that are included in the master course syllabus. Non-GT courses designate non-transfer certificates, like Career and Technical programs or for courses that are accepted at transfer schools on an individual basis, such as communication and social work courses.

**GT Content Criteria:** Every GT course belongs to a [GT Pathway](https://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html) and each pathway has a statement of what students should be able to do when a course is complete. Each GT course must have a Content Criteria statement in Part 2: Master Course Syllabus

* AH1, AH2, AH3, AH4 (Arts and Humanities)
* CO1, CO2, CO3 (Written Communication)
* HI1 (History)
* MAT1 (Math)
* SC1, SC2 (Natural & Physical Science)
* SS1, SS2, SS3 (Social & Behavior Science)

**GT Transfer Statement:** This is a statement required by the state to be included in every GT Master Course Syllabus.

The Colorado Commission on Higher Education has approved [insert course number] for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT-[Insert category] category. For transferring students, successful completion with a minimum C- grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to the [Colorado GT Pathways Information page.](http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html)

**Master Course Syllabus:** This is considered part 2 of the syllabus and contains course outcomes which are the same for all sections of a course, created and maintained by the course lead or department chair. This document contains all state required language including content criteria (GT), competencies (GT)…, course learning outcomes (non-GT and GT), topical outlines (non-GT and GT), …. Reference available templates to make sure all required material is present. This document is intended to be a timeless document that will roll from one semester to the next until changes are made at the state level.

**Topical Outline:** Outlines are determined by the state and are required in all syllabi for GT and non-GT courses. The outlines can be found at [The Colorado Common Course Numbering System.](https://erpdnssb.cccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor)