Course Outline Integration Options & Specifications

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Course Outline Integration Options & Specifications

Overview

All California Community College, California State University and University of California campuses maintain a variety of course transfer and articulation information in ASSIST. Outlines are most commonly placed in ASSIST for courses that are to be proposed for articulation or submitted for transferability review (CSU GE-Breadth, CSU AI, IGETC or UC TCA).

This document provides a list of the current methods by which course outline information can be updated in ASSIST, and technical information associated with each to aid in campus planning, decision-making and procedures.

Please direct questions concerning course outline integration options to the ASSIST Senior Articulation Analyst supporting your institution, or contact the ASSIST Central Services (ACS) Help Desk at help@assist.org.

Course Outline Integration Options

There are four methods by which course outline information can be updated in ASSIST:

1. Enter course outline information into the ASSIST course outline form located on the Courses tab in the Curriculum area of the ASSIST data management system. See course outline template example in Appendix A1.

2. Cut-and-paste the course outline information from an existing source into the ASSIST course outline form associated with the course record.

3. Use *ASSIST Batch Upload* or *Import from CMS* features. At this time, *Batch Upload* and *Import from CMS* options are only available to institutions utilizing a currIQūnet curriculum management product (previously known as CurricUNET). Institutions with a currIQūnet product who would like to use the *Batch Upload* and *Import from CMS* features should contact their campus currIQūnet administrator and request institution-specific links for outline access.

4. Email course outline data files from an institution's curriculum management system for upload into ASSIST. The specifications provided in the Course

Outline Data File Submissions section define the format and process for submitting course outline data files by email.

Course Outline Data File Submissions

Institutions that use a curriculum management system should have an electronic copy of course outlines for all new or revised courses. Course outline information is only required to be in ASSIST for the purposes of proposing courses for articulation or submitting for transferability review (CSU GE-Breadth, CSU AI, IGETC or UC TCA).

1. The course must already exist in the ASSIST database in order to upload outline data. Courses are entered into ASSIST from the Curriculum area. Instructions for adding courses to ASSIST can be found in the CCC AO User Guide.

2. Outline information must be transmitted in a set of two files: an outline file and a textbook file. The files may contain multiple course outline records. The format of both files must correspond to the Data File Specifications included in this document.

3. Outline files can be emailed to ASSIST at any time. However, the upload itself is subject to ASSIST normal business hours (Monday-Friday, 8:00 a.m. to 5:00 p.m.).

4. The set of text files containing outline data must be named outline.dat (a mandatory file that contains the detailed course outline information) and textbook.dat (a mandatory file that contains discrete textbook references corresponding to the outline submission). This set of files should then be transmitted to ACS via email attachment to outlines@assist.org.

5. Each email must contain the institution name, the academic term/year for the course outline upload, and the name and email address of the articulation officer. When a set of files is received, ACS staff will begin processing within one business day. A confirmation email will be sent to the articulation officer to confirm the final status of the upload process.

6. After outlines have been submitted electronically, and the institution has received notification that the upload was successful, the articulation officer or other authorized campus staff should confirm the accuracy of the outlines. Additional outline information can be hand-entered or corrected as needed. All

outlines must be finalized by the articulation officer or authorized campus staff member before any pertinent proposal or submission deadlines. Therefore, careful planning should take place regarding the timing of outline upload requests.

Data File Specifications

The following specifications describe required course outline data formatting. These data elements correspond to the information that is required by the CSU GE Breadth, CSU AI, IGETC and/or UC TCA review processes and are intended to be as general as possible in order to provide a common structure for submitting information where local formats and storage methods vary by institution.

Since most course outline information is textual and variable length in nature, the string of characters "**<ENDCOL>**" (without the quotation marks) must be used to separate data elements (columns) in each record (row), and the string of characters "**<ENDROW>**" must be used to separate records. An end-of-file indicator should not be used. This will allow carriage return/line feed characters to be used within individual text data elements to aid in formatting and readability.

The TEXT data type is used for most of the textual data elements in these specifications. This is a variable length data type and any number of characters up to 2GB can be supplied. Textual data elements do not need to be padded.

One complete record is to be included for each course outline that is being submitted. Since each campus may organize and store course outlines in different ways, it is up to the campus to determine the most appropriate mapping from local outline data elements to the ASSIST data elements.

If a course outline is being submitted through ASSIST for a course that is cross-listed ("same as") with other courses at the institution, the outlines for all of these courses are the same and the cross-listing relationship information should already be specified in ASSIST. Only one outline needs to be submitted to ASSIST for the group of cross-listed courses; it will be identified as the outline for all courses of the group because cross-listed courses in ASSIST share a single course outline. Courses whose outlines are different must not be identified in ASSIST as cross-listed.

Two files are needed to represent complete outline information. The first file, outline.dat, includes most of the outline information. The second file, textbook.dat, includes discrete textbook references related to the outlines. The data in the

textbook.dat file will populate the *Texts & Readings* section of the outline template. Since there can be a variable number of textbook references for a single outline, a second file is needed to transmit this data accurately. If there is no outline related textbook information to convey, then the file should be empty and any existing textbook information in the *Texts & Reading* section of the outline template will be cleared at upload. The textbook.dat file is mandatory, even if empty.

Data Elements - Outline.dat File

The following is an ordered list of data elements to be included for each outline in the outline.dat file. An outline.dat file example is included in Appendix A2.

	Element Name	**Element Type**	**Option**
1.	ASSIST Institution Abbreviation	VARCHAR(10)	Required
2.	ASSIST Submission Year	CHAR(4)	Required
3.	Confirmation Email Address	VARCHAR(40)	Required
4.	Course Prefix	VARCHAR(40)	Required
5.	Course Number Information	VARCHAR(40)	Required
6.	Course Title	VARCHAR(255)	Required
7.	Course Minimum Units	DECIMAL(5,2)	Required
8.	Course Maximum Units	DECIMAL(5,2)	Required
9.	Repeatable Indicator	CHAR(1)	Required
10.	Honors Level Indicator	CHAR(1)	Required
11.	Lecture Hours	DECIMAL(5,2)	Required
12.	Lab Hours	DECIMAL(5,2)	Required
13.	Campus Outline Approval Date	DATE(mm/dd/yyyy)	Required
14.	Course Description	TEXT	Required
15.	Prerequisites	TEXT	Optional

16.	Corequisites	TEXT	Optional
17.	Advisories	TEXT	Optional
18.	Enrollment Limitations	TEXT	Optional
19.	Course Objectives	TEXT	Required
20.	Course Content	TEXT	Required
21.	Lab Content	TEXT	Conditionally-Optional
22.	Instruction Methods	TEXT	Required
23.	Out of Class Assignments	TEXT	Optional
24.	Evaluation Methods	TEXT	Optional
25.	Other Appropriate Texts	TEXT	Optional
26.	Other Information	TEXT	Optional

Data Elements - Textbook.dat File

The following is an ordered list of data elements to be included for each textbook reference in the textbook.dat file. A textbook.dat file example is included in Appendix A3.

	Element Name	**Element Type**	**Option**
1.	ASSIST Institution Abbreviation	VARCHAR(10)	Required
2.	ASSIST Submission Year	CHAR(4)	Required
3.	Course Prefix	VARCHAR(40)	Required
4.	Course Number Information	VARCHAR(40)	Required
5.	Textbook Title	VARCHAR(255)	Required
6.	Textbook Author	VARCHAR(255)	Required

7.	Textbook Date	DATE(mm/dd/yyyy)	Required

The following is a more detailed description of all of the above data elements.

Data Element Descriptions - Outline.dat

1. ASSIST Institution Abbreviation – VARCHAR(10) – Used only to determine the data location within ASSIST – not imported

   The ASSIST Institution Abbreviation is a required data element that identifies the institution that is submitting the course outline. The acceptable values for this data element are listed in Appendix A4.

2. ASSIST Submission Year – CHAR(4) – Used only to determine the data location within ASSIST – not imported

   The ASSIST Submission Year is a required data element that identifies the year associated with the submission. ASSIST Submission Years must be a four-digit year representing the calendar year in which the course outline is being submitted.

3. Confirmation Email Address – VARCHAR(40) – not imported to ASSIST

   In order to preserve the structure of the outline.dat file, the Confirmation Email Address is a required data element. ASSIST will provide a confirmation outline upload status email to the person who is identified in the system as the institution articulation officer.

4. Course Prefix – VARCHAR(40) – Used only to determine the data location within ASSIST – not imported

   The Course Prefix is a required data element that specifies the discipline or academic unit with which the course is associated. The Course Prefix and Course Number data elements are combined by ASSIST (e.g., MATH V10A) to uniquely identify a course in ASSIST. The Course Prefix must match with the abbreviation used by the institution in the ASSIST database. This should match with the prefix that the institution uses on transcripts.

5. Course Number Information – VARCHAR(40) – Used only to determine the data location within ASSIST – not imported

   The Course Number Information is a required data element that specifies the precise course within the Course Prefix. The Course Prefix and Course Number data elements are combined by ASSIST (e.g., MATH V10A) to identify a course uniquely in ASSIST. The Course Number Information must be an exact match to the corresponding information in the ASSIST database, and can include a combination of letters and numbers.

6. Course Title – VARCHAR(255) – within ASSIST data is part of Course Details and not Course Outline – not imported

   The Course Title is a required data element that identifies the institution's short, descriptive title for the course with which the outline is associated. Since the ASSIST database already contains valid titles for all courses, the Course Titles transmitted via the outline.dat file are not stored within ASSIST. This data element is used only to help institution staff visually compare information submitted to detect problems and ensure correct matches. During the automated loading of course outlines for ASSIST, this data element is ignored.

7. Course Minimum Units – DECIMAL(5,2) – within ASSIST data is part of Course Details and not Course Outline – not imported

   The Course Minimum Units is a required data element that specifies the minimum number of units a student may receive for the course. The Course Minimum Units may be used to compare the corresponding data in ASSIST to ensure an accurate course match when outline data is being loaded for ASSIST. If the course is not offered for variable unit credit, the Course Minimum Unit and Course Maximum Unit data elements should be identical. Values in this data element should be numeric with no more than 2 decimal units of precision (e.g., 3, 1.5, 12.75, 0). This data element is used only to help institution staff visually compare information submitted to detect problems and ensure correct matches. During the automated loading of course outlines for ASSIST, this data element is ignored.

8. Course Maximum Units – DECIMAL(5,2) – within ASSIST data is part of Course Details and not Course Outline – not imported

The Course Maximum Units is a required data element that specifies the maximum number of units a student may receive for the course. The Course Maximum Units may be used to compare the corresponding data in ASSIST to ensure an accurate course match when outline data is being loaded for ASSIST. If the course is not offered for variable unit credit, the Course Minimum Unit and Course Maximum Unit data elements should be identical. Acceptable values for this data element are numeric with no more than 2 decimal units of precision (e.g., 3, 1.5, 12.75, 0). This data element is used only to help institution staff visually compare information submitted to detect problems and ensure correct matches. During the automated loading of course outlines for ASSIST, this data element is ignored.

9. Repeatable Indicator – CHAR(1) – within ASSIST data is part of Course Details and not Course Outline – not imported

   The Repeatable Indicator is a required data element that specifies whether or not the course can be repeated for credit. Acceptable values for this data element are Y or N. While course repeatability at institutions can be described in much greater detail, for the purposes of ASSIST, what is needed is a general indication that the course can or cannot be repeated for credit. Additional information about restraints on repeatability is unnecessary.

10. Honors Level Indicator – CHAR(1) – imported into ASSIST

    The Honors Level Indicator is a required data element that specifies whether or not the course associated with the outline is an honors-level course. Acceptable values for this data element are Y or N. Only this data element will identify a course as honors level. Inclusion of an "H" in the Course Number Information is not sufficient to indicate that this is an honors-level course.

11. Lecture Hours – DECIMAL(5,2) – imported into ASSIST

    The Lecture Hours is a required data element that specifies the number of lecture hours per term for a semester-long or quarter-long course. Acceptable values for this data element are numeric with no more than 2 decimal units of precision (e.g., 3, 1.5, 12.75, 0). If the course has zero lecture hours per term, a value of 0 should be used.

12. Lab Hours – DECIMAL(5,2) – imported into ASSIST

The Lab Hours is a required data element that specifies the number of laboratory hours per term for a semester-long or quarter-long course. Acceptable values for this data element are numeric with no more than 2 decimal units of precision (e.g., 3, 1.5, 12.75, 0). If the course has zero lab hours per term, a value of 0 should be used.

13. Campus Outline Approval Date – DATE(mm/dd/yyyy) – imported into ASSIST

    The Campus Outline Approval Date is a required data element that specifies the date at which the campus last approved the outline for the course. Acceptable values for this data element are dates in the format of mm/dd/yyyy (with the forward slashes).

14. Course Description – TEXT – imported into ASSIST

    The Course Description is a required data element that indicates the content and key special features of the course. It will ordinarily be the description of the course that is included in the institution catalog. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde (~) and back-tick (`) characters are not to be included, as they will interfere with the data element and record delimiters.

15. Prerequisites – TEXT – imported into ASSIST

    Prerequisites is an optional data element that describes any prerequisites for the course. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde (~) and back-tick (`) characters are not to be included, as they will interfere with the data element and record delimiters.

16. Corequisites – TEXT – imported into ASSIST

    Corequisites is an optional data element that describes any corequisites for the course. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde (~) and back-tick (`) characters are not to be included, as they will interfere with the data element and record delimiters.

17. Advisories – TEXT – imported into ASSIST

    Advisories is an optional data element that describes any recommended (but not necessarily enforced) student preparation for the course. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde (~) and back-tick (`) characters are not to be included, as they will interfere with the data element and record delimiters.

18. Enrollment Limitations – TEXT – imported into ASSIST

    Enrollment Limitations is an optional data element that describes any conditions that may limit the ability of a student to enroll in the course. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde (~) and back-tick (`) characters are not to be included, as they will interfere with the data element and record delimiters.

19. Course Objectives – TEXT – imported into ASSIST

    Course Objectives is a required data element that describes the student learning outcomes for the course (what students completing the course successfully are expected to know and be able to do). Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde (~) and back-tick (`) characters are not to be included, as they will interfere with the data element and record delimiters.

20. Course Content – TEXT – imported into ASSIST

    Course Content is a required data element that describes the content of the course in terms of a specific body of knowledge. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde (~) and back-tick (`) characters are not to be included, as they will interfere with the data element and record delimiters.

21. Lab Content – TEXT – imported into ASSIST

    Lab Content is a *conditionally-optional data element that describes the

content of the lab component of the course. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde (~) and back-tick (`) characters are not to be included, as they will interfere with the data element and record delimiters.

*If the "Lab Hours" data element value is greater than zero, this data element is required.

22. Instruction Methods – TEXT – imported into ASSIST

    Instruction Methods is a required data element that describes the methods of instruction employed for the course. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde (~) and back-tick (`) characters are not to be included, as they will interfere with the data element and record delimiters.

23. Out of Class Assignments – TEXT – imported into ASSIST

    Out of Class Assignments is an optional data element that describes or provides illustrative examples of out-of-class assignments for the course. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde (~) and back-tick (`) characters are not to be included, as they will interfere with the data element and record delimiters.

24. Evaluation Methods – TEXT – imported into ASSIST

    Evaluation Methods is an optional data element that describes how the instructor will evaluate the extent to which each student achieves the stated objectives of the course. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde (~) and back-tick (`) characters are not to be included, as they will interfere with the data element and record delimiters.

25. Other Appropriate Texts – TEXT – imported into ASSIST

    Other Appropriate Texts is an optional data element that identifies examples of

appropriate texts or other required reading for the course that are not explicitly referenced in the textbook.dat file. If there are any reading materials for the course that do not fit the title/author/date format of the textbook.dat file, or if the campus cannot generate explicit data in the textbook.dat format, then the corresponding information **must** be included in this data element. This data element should include the author, title, and date of publication for any appropriate references. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde (~) and back-tick (`) characters are not to be included, as they will interfere with the data element and record delimiters.

26. Other Information – TEXT – imported into ASSIST

    Other Information is an optional data element that provides additional information about the course that is pertinent to the review and that is a customary part of course outlines at the institution but which did not fit into any of the categories above. This field is not an internal comment field, but is visible to anyone who has access to the course outline in ASSIST. Carriage return/line feed/new line characters may be included to terminate and separate lines. Tab characters are not to be included and should be translated to spaces. Tilde (~) and back-tick (`) characters are not to be included, as they will interfere with the data element and record delimiters.

Data Element Descriptions - Textbook.dat

1. Data elements in fields 1-4 – Used only to determine the data location within ASSIST; not imported

5. Textbook Title – VARCHAR(255)

   Textbook Title is a required data element (if a discrete textbook reference is being provided) that identifies the title of the textbook being supplied as an example of appropriate texts for the outline.

6. Textbook Author – VARCHAR(255) – imported into ASSIST

   Textbook Author is a required data element (if a discrete textbook reference is being provided) that identifies the author of the textbook being supplied as an example of appropriate texts for the outline.

7. Textbook Date – DATE(mm/dd/yyyy) – imported into ASSIST

Textbook Date is a required data element (if a discrete textbook reference is being provided) that identifies the publication or edition date of the textbook being supplied as an example of appropriate texts for the outline. Acceptable values for this data element are dates in the format of mm/dd/yyyy (with the forward slashes).

Appendix A1 - Course Outline Template Example

Date of Campus Approval of Outline: 4/14/2021 required

Effective Term for Course Outline of Record: Summer 2021 required

Course Description: required

Format | Font | Size

This course offers study of literary texts, with emphasis on analytical reading and writing. It covers principles of argument and analysis, such as reasoning inductively and deductively. Assigned texts include novels, short stories, poems, plays or films, and literary criticism. Writing assignments (6,000 words minimum) emphasize close reading skills, interpretation and analysis of creative works. At least one essay includes citations from secondary sources, documented in current MLA format. This course is not open to students who have successfully completed ENGWR 481.

COURSE OPTIONS

☐ Course qualifies as honors

COURSE HOURS

Lecture Hours Per Term: 54.00 required

Lab Hours Per Term: 0.00

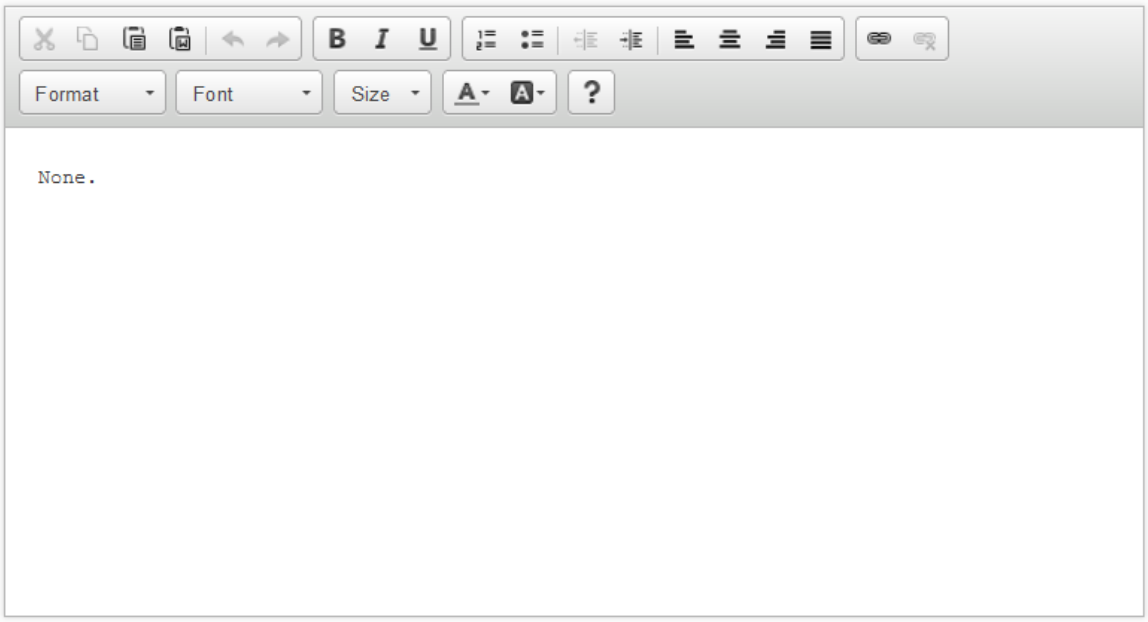
Prerequisites:

ENGWR 300 or 480 with a grade of "C" or better

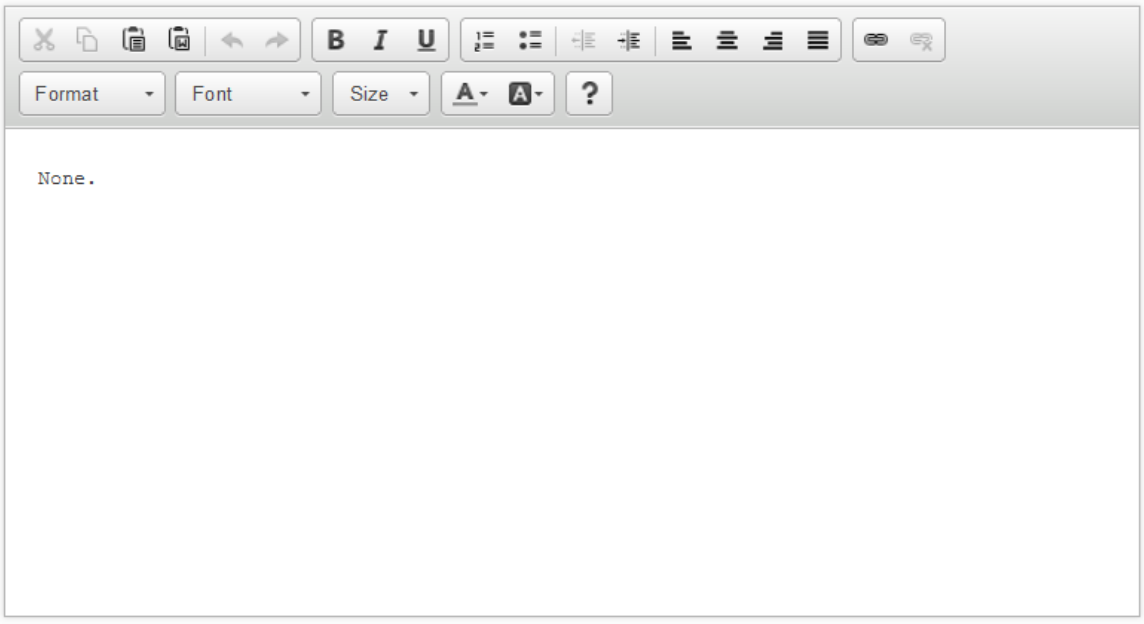
Corequisites

None.

Advisories:



Enrollment Limitations:



Objectives: **required**

Format | Font | Size

Upon completion of this course, the student will be able to:

analyze the cultural and historical contexts of literary works.

reason inductively from examples, patterns, and structures to form generalizations.

reason deductively by drawing conclusions about literary works.

compose a thesis-driven argument of interpretation or evaluation and support it with textual evidence, using a sufficient variety and number of appropriate examples.

compare opposing interpretations by literary scholars.

Course Content: **required**

Format | Font | Size

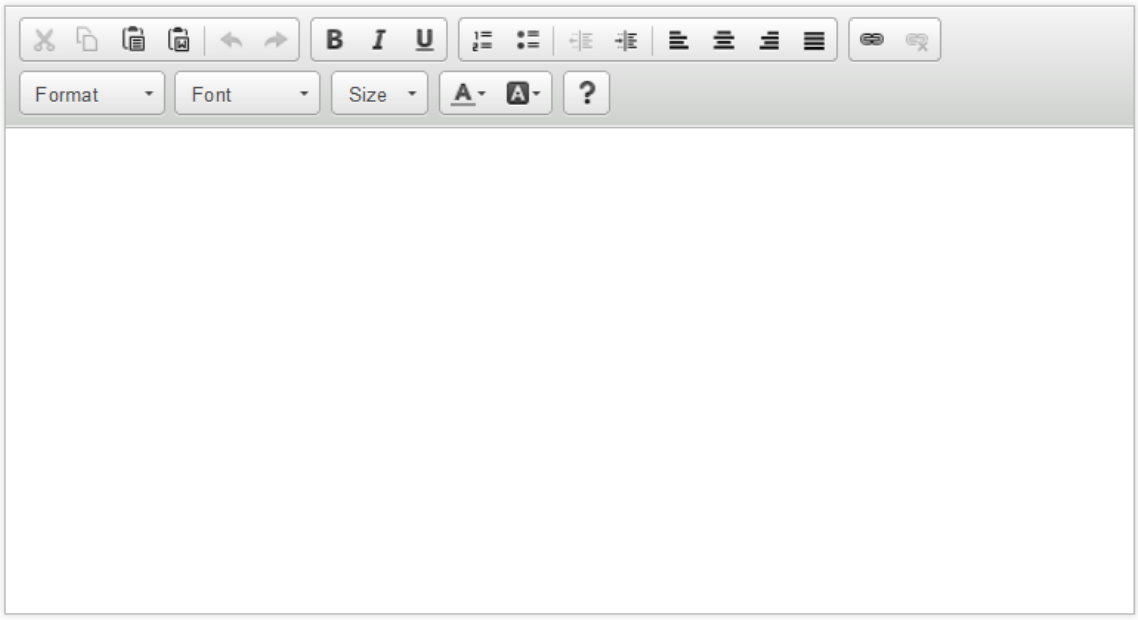
6 hours: Introduction to critical thinking and literary analysis through inductive and deductive reasoning

6 hours: Deductive reasoning and literary genres: drawing conclusions about the meaning of the novel, short fiction, plays or films, and poetry using appropriate analytical tools

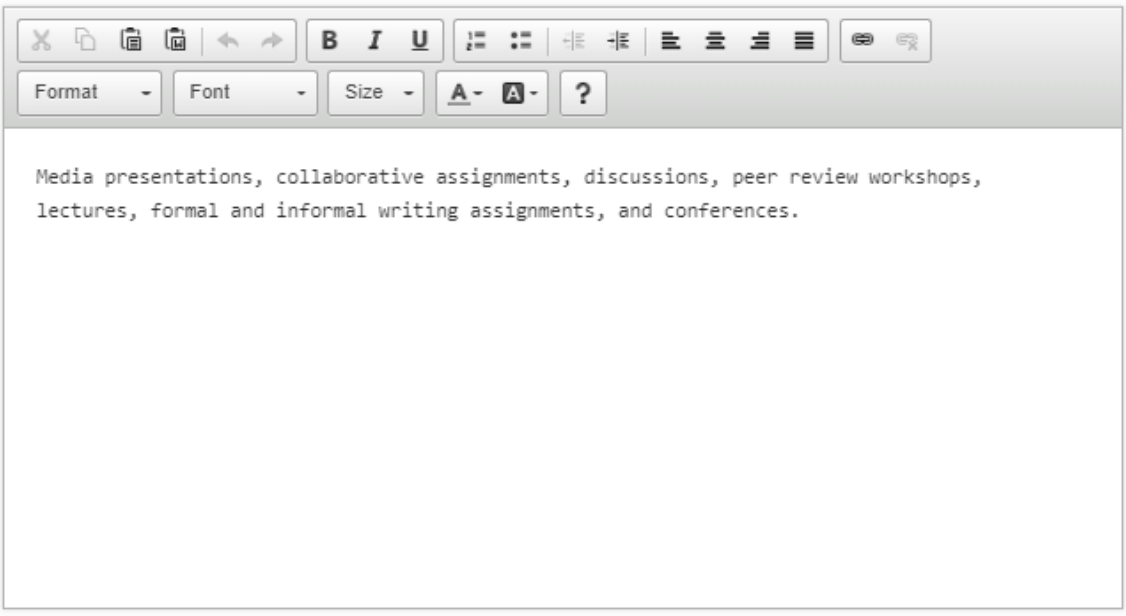
6 hours: Inductive reasoning and literary interpretation: using internal evidence, such as connotative, denotative, and figurative language, to support arguments about literary works

6 hours: Formulation of arguments about literature, choosing effective rhetorical strategies and avoiding common logical errors

Lab Content: **required if lab hours are not zero**



Methods of Instruction: **required**



Methods of Evaluation

Methods of Evaluation:

Format | Font | Size

Essays, exams, quizzes, projects, and discussions.

Texts & Readings

	Title	Author	Year
×	The Norton Introduction to Literature (Portable Tl	Mays, K.	2018
×	The Bedford Introduction to Literature: Reading, T	Meyer, M.	2019
×	Reading Literature and Writing Argument	James, M.	2016

Other Appropriate Texts: required if no texts entered above

None.

Assignments

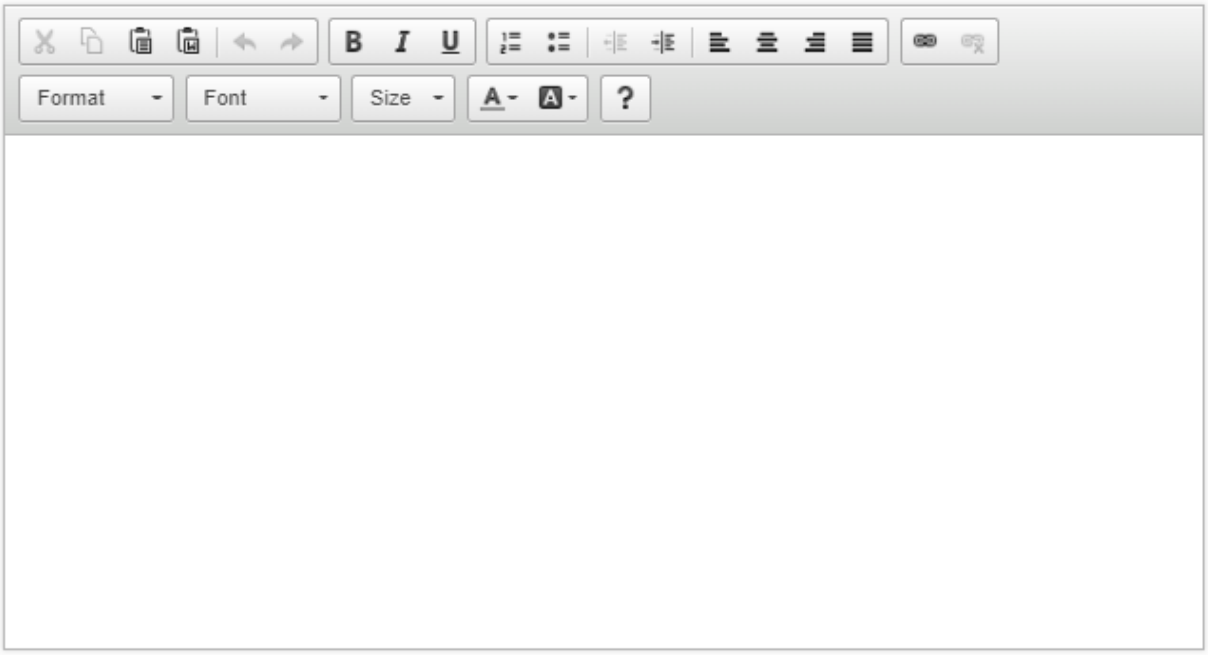
Out of Class Assignments:

Sample Assignment #1:
Write a 2000-word essay analyzing an assigned short story, showing how one or more of the elements of fiction are used to shape the story's theme.
(Addresses SLO: reason deductively by drawing conclusions about literary works.)

Sample Assignment #2:
In a 2000-word essay, answer the following questions: How is the rigid class structure evident in William Faulkner's "A Rose for Emily" (1931) responsible for much of the story's action and characterization? Would you say the story does or does not invite us to criticize the classism it represents?
(Addresses SLO: compose a thesis-driven argument of interpretation or evaluation and support it with textual evidence, using a sufficient variety and number of appropriate examples.)

Other Information

Other Information:



Appendix A2 - Outline Data File Example

(outline.dat)

ARC<ENDCOL>2021<ENDCOL>fowlerl@arc.losrios.edu<ENDCOL>ENGWR<ENDCOL>301<ENDCOL>College Composition and Literature<ENDCOL>3.00<ENDCOL>3.00<ENDCOL>N<ENDCOL>N<ENDCOL>54.00<ENDCOL>0.00<ENDCOL>04/14/2021<ENDCOL>This course offers study of literary texts, with emphasis on analytical reading and writing. It covers principles of argument and analysis, such as reasoning inductively and deductively. Assigned texts include novels, short stories, poems, plays or films, and literary criticism. Writing assignments (6,000 words minimum) emphasize close reading skills, interpretation and analysis of creative works. At least one essay includes citations from secondary sources, documented in current MLA format. This course is not open to students who have successfully completed ENGWR 481.<ENDCOL>ENGWR 300 or 480 with a grade of "C" or better<ENDCOL>None.<ENDCOL>None.<ENDCOL>None.<ENDCOL>Upon completion of this course, the student will be able to:

analyze the cultural and historical contexts of literary works.

reason inductively from examples, patterns, and structures to form generalizations.

reason deductively by drawing conclusions about literary works.

compose a thesis-driven argument of interpretation or evaluation and support it with textual evidence, using a sufficient variety and number of appropriate examples.

compare opposing interpretations by literary scholars.

<ENDCOL>6 hours: Introduction to critical thinking and literary analysis through inductive and deductive reasoning

6 hours: Deductive reasoning and literary genres: drawing conclusions about the meaning of the novel, short fiction, plays or films, and poetry using appropriate analytical tools

6 hours: Inductive reasoning and literary interpretation: using internal evidence, such as connotative, denotative, and figurative language, to support arguments about literary works

6 hours: Formulation of arguments about literature, choosing effective rhetorical strategies and avoiding common logical errors

6 hours: The influence of philosophical concepts and social or historical contexts on literary works

4 hours: Critical approaches to literary works, using secondary sources as evidence; research and documentation

6 hours: The writing process, which may include peer review and multiple drafts

4 hours: Writing conventions specific to literary analysis

5 hours: Judgments about the aesthetic, social, cultural, and historical value of literary works

5 hours: Comparing and contrasting literary works in different media or by different authors for audience, purpose, and tone<ENDCOL><ENDCOL>Media presentations, collaborative assignments, discussions, peer review workshops, lectures, formal and informal writing assignments, and conferences.<ENDCOL>Sample Assignment #1:

Write a 2000-word essay analyzing an assigned short story, showing how one or more of the elements of fiction are used to shape the story's theme.

(Addresses SLO: reason deductively by drawing conclusions about literary works.)

Sample Assignment #2:

In a 2000-word essay, answer the following questions: How is the rigid class structure evident in William Faulkner's "A Rose for Emily" (1931) responsible for much of the story's action and characterization? Would you say the story does or does not invite us to criticize the classism it represents?

(Addresses SLO: compose a thesis-driven argument of interpretation or evaluation and support it with textual evidence, using a sufficient variety and number of appropriate examples.)<ENDCOL>Essays, exams, quizzes, projects, and discussions.<ENDCOL>None.<ENDCOL> <ENDROW>

Appendix A3 - Textbook Data File Example

(textbook.dat)

ARC<ENDCOL>2021<ENDCOL>ENGWR<ENDCOL>301<ENDCOL>The Norton Introduction to Literature (Portable Thirteenth Edition)<ENDCOL>Mays, K.<ENDCOL>01/01/2018<ENDROW>ARC<ENDCOL>2021<ENDCOL>ENGWR<ENDCOL>301<ENDCOL>The Bedford Introduction to Literature: Reading, Thinking, and Writing <ENDCOL>Meyer, M.<ENDCOL>01/01/2019<ENDROW>ARC<ENDCOL>2021<ENDCOL>ENGWR<ENDCOL>301<ENDCOL>Reading Literature and Writing Argument<ENDCOL>James, M.<ENDCOL>01/01/2016<ENDROW>

Appendix A4 - ASSIST Institution Abbreviations

Allan Hancock College	AHC
American River College	ARC
Antelope Valley College	AVC
Bakersfield College	BAKERFLD
Barstow Community College	BARSTOW
Berkeley City College	BERKELEY
Butte College	BUTTE
Cabrillo College	CABRILLO
Canada College	CANADA
Cerritos College	CERRITOS
Cerro Coso Community College	CERRO
Chabot College	CHABOT
Chaffey College	CHAFFEY
Citrus College	CITRUS
City College of San Francisco	SFCITY
Clovis Community College	CLOVIS
Coastline Community College	COASTLIN
College of Alameda	ALAMEDA
College of Marin	MARIN
College of San Mateo	MATEO
College of the Canyons	CANYONS
College of the Desert	DESERT
College of the Redwoods	REDWOODS

College of the Sequoias	SEQUOIAS
College of the Siskiyous	SISKIYOU
Columbia College	COLUMBIA
Compton College	COMPTON
Contra Costa College	CONTRA
Copper Mountain College	COPPER
Cosumnes River College	CRC
Crafton Hills College	CRAFTON
Cuesta College	CUESTA
Cuyamaca College	CUYAMACA
Cypress College	CYPRESS
De Anza College	DAC
Diablo Valley College	DIABLO
East Los Angeles College	LAEC
El Camino College	CAMINO
Evergreen Valley College	EVERGRN
Feather River College	FEATHER
Folsom Lake College	FOLSOM
Foothill College	FOOTHILL
Fresno City College	FRESNO
Fullerton College	FULLRTON
Gavilan College	GAVILAN
Glendale Community College	GLENDALE
Golden West College	GWC

Grossmont College	GMCC
Hartnell College	HARTNELL
Imperial Valley College	IMPERIAL
Irvine Valley College	IRVINE
Lake Tahoe Community College	TAHOE
Laney College	LANEY
Las Positas College	POSITAS
Lassen Community College	LASSEN
Long Beach City College	LBCC
Los Angeles City College	LACC
Los Angeles Harbor College	LAHC
Los Angeles Mission College	LAMC
Los Angeles Pierce College	LAPC
Los Angeles Southwest College	LASC
Los Angeles Trade Technical College	LATT
Los Angeles Valley College	LAVC
Los Medanos College	MEDANOS
Madera Community College	MCC
Mendocino College	MENDOCIN
Merced College	MERCED
Merritt College	MERRITT
MiraCosta College	MIRACSTA
Mission College	MISSION
Modesto Junior College	MODESTO

Monterey Peninsula College	MONTEREY
Moorpark College	MOORPARK
Moreno Valley College	MVC
Mount San Antonio College	MTSAC
Mt. San Jacinto College	MTSJC
Napa Valley College	NAPA
Norco College	NORCO
Ohlone College	OHLONE
Orange Coast College	OCC
Oxnard College	OXNARD
Palo Verde College	PALOVRDE
Palomar College	PALOMAR
Pasadena City College	PASADENA
Porterville College	PORTER
Reedley College	REEDLEY
Rio Hondo College	RIOHONDO
Riverside City College	RCC
Sacramento City College	SCC
Saddleback College	SADDLBK
San Bernardino Valley College	SBVC
San Diego City College	SDCC
San Diego Mesa College	MESA
San Diego Miramar College	MIRAMAR
San Joaquin Delta College	SJDELTA

San Jose City College	SJCC
Santa Ana College	SAC
Santa Barbara City College	SBCC
Santa Monica College	SMCC
Santa Rosa Junior College	SRC
Santiago Canyon College	SANTIAGO
Shasta College	SHASTA
Sierra College	SIERRA
Skyline College	SKYLINE
Solano Community College	SOLANO
Southwestern College	SWSTRN
Taft College	TAFT
Ventura College	VENTURA
Victor Valley College	VVCC
West Hills College Coalinga	WHC
West Hills College Lemoore	WHCL
West Los Angeles College	LAWC
West Valley College	WVC
Woodland Community College	WCC
Yuba College	YUBA