

# CURRICULUM OUTLINE OF INSTRUCTION HOW TO

## How do I generate a Curriculum Outline of Instruction (COI)?

### [What is a Curriculum Outline of Instruction \(COI\)?](#)

### [What are the parts of a Curriculum Outline of Instruction \(COI\)?](#)

### [How do I develop a Curriculum Outline of Instruction \(COI\)?](#)

### [What does a Curriculum Outline of Instruction report look like?](#)

#### **What is a Curriculum Outline of Instruction (COI)?**

The Curriculum Outline of Instruction (COI) is a document that displays the units and lesson topics for the course as well as the terminal and enabling objectives. The units and lesson topics, and their learning objectives are listed in the order they will be taught. (Source: NAVEDTRA 130A, Volume III, 4-1-2)

#### **What are the parts of a Curriculum Outline of Instruction (COI)?**

Units and lesson topics are two types of major divisions in a course. When all of the terminal objectives and enabling objectives in a course have been properly sequenced, the divisions of the course can be identified:

- The course is first broken down into one or more major divisions. These major divisions are called **units**.
- Once the units have been identified, each of the Units is broken down into a separate set of divisions. These divisions are called **lesson topics**.

#### **How do I develop a Curriculum Outline of Instruction (COI)?**

Click on the steps below to guide your development of a Curriculum Outline of Instruction (COI).

1. [Review the sequenced terminal objectives and look for “major changes” in the subject matter content.](#)
2. [Assign terminal objectives to units.](#)
3. [Review the list of sequenced enabling objectives in each Unit and look for “major changes” in the subject matter content within this unit.](#)
4. [Divide the units into lessons.](#)
5. [Name the units and lessons.](#)

1. **Review the list of sequenced terminal objectives and look for “major changes” in the subject matter content.**

Review the list of sequenced terminal objectives (TOs). Make a special note of points in the course where content goes from:

- One system to another
- One subsystem to another
- Theory/knowledge to performance/skill
- Operations to maintenance

Each of these major changes in the course content is considered to be a “natural break.” Consider these points as candidates for course units.

**2. Assign terminal objectives to units.**

Assign the terminal objectives (TOs) to units by clicking on the “Unit Divider” line whenever you want to designate a “natural break.” This line will indicate the end of one unit and the beginning of another one.

**3. Review the list of sequenced enabling objectives in each Unit and look for “major changes” in the subject matter content within this unit.**

Make a special note of points in the course where content goes from:

- One system to another
- One subsystem to another
- Theory/knowledge to performance/skill
- Operations to maintenance

Each of these major changes in the course content is considered to be a “natural break.” Consider these points as candidates for lesson topics.

**4. Divide the units into lessons.**

Divide each unit into lessons by clicking on the “Lesson Divider” line whenever you want to designate a “natural break.” This line will indicate the end of one lesson and the beginning of a new one.

**5. Name the units and lessons.**

Assign a title to each unit. The title should be descriptive of the unit content.

Example:

- A unit that covers pole climbing, power distribution blueprints, setting utility poles could be given the descriptive title “Power Distribution.”

Assign a title to each lesson topic. The title should be descriptive of the content covered by the lesson topic.

Example:

- A lesson that covers knowledge and skill learning objectives related to the inspection of underwater hulls could be titled “Underwater Hull Inspection.”

(Source: NAVETRA 130A, Volume I, 4-9-2 to 4-9-4)

**What does a COI report look like?**

Following is a sample Curriculum Outline of Instruction report from the “Charting a Course” system.

<p style="text-align: center;"><b>Charting a Course: Objectives Module</b></p> <p style="text-align: center;"><b>CURRICULUM OUTLINE OF INSTRUCTION</b></p> <p style="text-align: center;">NAVY SCUBA DIVER A-433-0023A Date Modified: MM/DD/YYYY</p>
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