



CE-SPECIFIC CEU OR NON-CREDIT COURSE APPROVAL FORM

Trades and Professional Services

SCHOOL

Continuing Education & Workforce Development

DEPARTMENT

COURSE ALPHA, NUMBER, TITLE

AUTHOR

DATE SUBMITTED

Check the action to be taken and have the indicated people sign.

☐ Course Adoption; **Comments:**

☐ Course Non-substantive Revision; **Comments:**

☐ Course Substantive Revision; **Comments:**

APPROVED BY	NAME	APPROVED	DISAPPROVED	DATE
DEPARTMENT CHAIR		<input type="checkbox"/>	<input type="checkbox"/>	
ASSISTANT DIRECTOR, CONTINUING EDUCATION	Victor Rodgers	<input type="checkbox"/>	<input type="checkbox"/>	
DEAN		<input type="checkbox"/>	<input type="checkbox"/>	
REGISTRAR	Patrick L. Clymer	<input type="checkbox"/>	<input type="checkbox"/>	
VP, ACADEMIC AFFAIRS	R. Ray D. Somera, Ph.D.	<input type="checkbox"/>	<input type="checkbox"/>	

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I. COURSE ALPHA/TITLE:

II. CONTACT HOURS:

III. ☐ ____ CEU(s) ☐ **Non-Credit**

IV. COURSE DESCRIPTION & STUDENT LEARNING OUTCOMES

This course description will appear in the College Catalog followed by the Student Learning Outcomes-Course Level.

Course Description:

If the description above is a revision, attach a copy of the current catalog page(s) to be revised.

Catalog Year: 2013 Page Numbers:

STUDENT LEARNING OUTCOMES – COURSE LEVEL (LIST 3-5)

Upon successful completion of this course, students will be able to:

1.

V. STUDENT LEARNING OUTCOMES – DETAILED (BASED ON COURSE OUTLINE)

VI. TEXTBOOK REFERENCE, EQUIPMENT AND SUPPLIES

- A. Required Textbook(s):
- B. Reference(s) and Bibliography:
- C. Equipment/Facilities:
- D. Instructional Supplies: