



# CE-SPECIFIC COURSE APPROVAL FORM COVER SHEET

\_\_\_\_\_  
**Trades and Professional Services  
SCHOOL**

\_\_\_\_\_  
**DEPARTMENT**

\_\_\_\_\_  
**COURSE ALPHA, NUMBER, TITLE**

\_\_\_\_\_  
**AUTHOR**

\_\_\_\_\_  
**DATE SUBMITTED**

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

- ☐ Course Adoption  
☐ Course Substantive Revision

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"/>	
REGISTRAR	Patrick L. Clymer	<input type="checkbox"/>	<input type="checkbox"/>	
DEAN		<input type="checkbox"/>	<input type="checkbox"/>	
VP, ACADEMIC AFFAIRS	R. Ray D. Somera, Ph.D.	<input type="checkbox"/>	<input type="checkbox"/>	

## **CE-SPECIFIC COURSE APPROVAL FORM FOR ADOPTION AND SUBSTANTIVE REVISION**

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### **I. TYPE OF ACTION**

Check the type of action that applies. If previous Course Guide exists, please attach.

- A. ☐ Adoption
- B. ☐ Substantive Revision (attach Adoption Course Guide)

The numbers listed next to the changes below may or may not require a response and they have been identified as those questions most likely needing to be addressed. The entire Course Guide should be reviewed for applicability.

- ☐ Change in number of credit hours: II, IVD, VII, VIII, IX, X, XI, XII
- ☐ Change in prerequisite(s) other than prerequisite(s) offered within your department: II, IVD, VII, VIII, IX, X, XI, XII
- ☐ Substantive change in course content: II, IVD, VII, VIII, IX, X, XI, XII
- ☐ Identify specific changes not listed above:

### **II. INTRODUCTION**

The course is connected to the following program(s):

### **III. 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:                      Page Numbers:

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

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

1.

### **IV. RATIONALE FOR PROPOSAL**

If this course is connected to a program, answer A, D and E. If this course is not connected to a program, answer A-D.

- A. Reason this proposal should be adopted in light of the College's mission statement and educational goals
- B. An assessment of Industry or Community need
- C. Conformity of this course to legal and other external requirements. Include articulation agreements, State Voc/Tech requirements, accrediting agency standards, State Board regulations, professional certification or licensing requirements if applicable
- D. Results of course and course guide evaluation.

- E. Program requirements (associate degree, certificate, diploma) served by this course

## **V. RESOURCE REQUIREMENTS AND COSTS**

- A. Resources (materials, media, and equipment) and costs
- B. Personnel requirements (administrative, instructional and support staff) and costs
- C. Facility requirements and costs
- D. Funding source(s)
- E. Impact, financial or otherwise, this course may have on the School/College

## **VI. IMPLEMENTATION SCHEDULE**

- A. Implementation date
  - \* Document must be approved by second week of March to be effective following fall semester or second week of October to be effective following spring semester.
- B. Course Offering: **As needed**  
**Every Year**

## **VII. COURSE DESCRIPTION**

- A. Course
  - Alpha:
  - Number:
- B. Course Title(s)
  - Long Title:
  - Abbreviated Title (20 characters maximum):
- C. Contact Hours and Number of Students
  - Maximum Number of Students:
  - Lecture Hours:
  - Lab Hours (state category 1 or 2):
  - Clinical:
  - Other:
  - Total Hours:
- D. Number/Type of Credits
  - Carnegie Units: per semester
  - Semester Hours: per semester
- E. Catalog Description (Moved to Section III. See page 2)
- F. Prerequisite(s)
- G. Co-requisites(s)
- H. Articulation
  - Secondary Programs/Courses
  - University of Guam
  - Others
- I. Target Population
- J. Cost to Students (specify any lab fees)

## **VIII. COURSE DESIGN**

**IX. COURSE OUTLINE**

**X. STUDENT LEARNING OUTCOMES - DETAILED** (based on Course Outline)

**XI. MEANS OF ASSESSMENT AND CRITERIA FOR SUCCESS**

**XII. TEXTBOOK REFERENCE, EQUIPMENT AND SUPPLIES**

A. Required Textbook(s)

B. Reference(s) and Bibliography

C. Equipment/Facilities

D. Instructional Supplies

E. Has the Advisory Committee reviewed and concurred with the materials, content, and assessment used for this course?

☐ Yes

☐ No

Comments: