

# College of Marin Community Services Course Outline

1. COURSE TITLE		2. TO BE FILLED IN BY STAFF: TOTAL NUMBER OF CLASS MEETINGS:  TOTAL NUMBER OF HOURS:		TO BE FILLED IN BY STAFF: COURSE NUMBER					
		Course Description							
3. INSTRUCTORS NAME						4. PHONE NUMBER			
5. ADDRESS									
6. CITY						7. STATE	8. ZIP CODE		
9. E-MAIL ADDRESS									
10. DEGREES/CREDENTIALS/OTHER RELATIVE QUALIFICATIONS (PLEASE ATTACH A FULL RESUME)									
11. MAXIMUM ENROLLMENT	12. PRE-AND/OR CO-REQUISITES								
13. STUDENT LEARNING OUTCOMES (see back of form) <b>Upon completion of this course, students will be able to:</b>						14. CRITICAL THINKING SKILLS (see back of form) <b>During this course, students will develop or use these critical thinking processes or activities:</b>			
15. METHODS OF INSTRUCTION (see back of form)						16. EVALUATION (see back of form)			
17. SPECIAL ROOM REQUIREMENTS AND/OR LOCATION		18. LENGTH OF COURSE							
Community Education Director /Date		CURRICULUM COMMITTEE REVIEW		VP Academic Affairs/Date		Date of Board Approval/Date			
		<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>		<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; text-align: center; font-size: x-small;">DATE</div>					

## INSTRUCTIONS:

Electronic submission of this form is preferred. Please email completed outline to karen.vankriedt@marin.edu.

**2. COURSE DESCRIPTION:** Consider mentioning the specific audience the course addresses, the course goal or focus, major topics, and unique or non-traditional methods of instruction. Note that this description may be edited for publication. Descriptions are limited to 130 words.

NUMBER is entered by Community Education Office.

**13. STUDENT LEARNING OUTCOMES:** Please list at least four measurable outcomes which will result from taking this class.

**14. CRITICAL THINKING SKILLS:** Give at least four examples to complete the sentence using active verbs. Refer to Bloom's Taxonomy.

**15. METHODS OF INSTRUCTION:** Indicate if course is lecture and/or discussion, computer-assisted, field trip, studio, movement, etc.

**16. EVALUATION:** Describe methods to be used in determining whether students have met stated Student Learning Outcomes.

**18. LENGTH OF COURSE:** The standard quarter is 7 weeks, although class schedules may vary greatly. A typical class meets 2 hours per week for 7 weeks; however, classes may be offered on days, evenings, weekends and in various combinations, including up to 8 hours on a weekend day.

**19. COURSE TOPICS:** List the major topics in a representative sequence from the beginning of the course to the end.

**20. TEXTBOOKS AND REQUIRED MATERIALS:** Please complete the information requested below. All texts are recommended, not required. Texts less than five years old preferred.

**21. COURSE MATERIALS:** Please be prepared to submit to the Community Education Office an example of any and all materials to be distributed in class. To be reimbursed for materials distributed in class, you must submit receipts.

### 19. COURSE OUTLINE (see instructions)

WEEK OR HOUR	CLASSROOM CONTENT

### 20. TEXTBOOKS AND REQUIRED MATERIALS (see instructions)

AUTHOR	TITLE	PUBLISHER LOCATION, NAME	PUBLICATION DATE

### 21. COURSE MATERIALS: ESTIMATED COST OF SUPPLIES

	EST. COST PER STUDENT	COMMENTS
MATERIALS DUPLICATION	_____	_____
FILM RENTAL	_____	_____
FOOD FEE	_____	_____
ART SUPPLIES	_____	_____
OTHER	_____	_____