

PLEASE SEE INSTRUCTIONS ON PAGE 3 OF THIS DOCUMENT					
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 (150 words for online) and 50-75 words for print description			
3. Instructor's 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 page 3 of form). Upon completion of this course, students will be able to:				14. Critical thinking skills (see page 3 of form). During this course, students will develop or use these critical thinking processes or activities:	
15. Methods of instruction (see page 3 of form).				16. Evaluation (see page 3 of form).	
17. Special room requirements and/or location				18. Length of course	
Date of Community Education Director approval	Date of Curriculum Committee review	Date of VP Academic Affairs approval	Date of Board approval		

Community Services Course Outline

INSTRUCTIONS

Electronic submission of this form is preferred. Please email completed outline to heather.peitz@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.