

Title : Non-Credit Course Outline Format
Number :
Approved :
Reference :

6100.04
05/13/87

NON-CREDIT COURSE OUTLINE FORMAT

Date
Course Title
Instructor

I. Registration

- A. Number and length of class activities (lecture discussion, laboratories, and/or demonstrations, field visits, etc.).
- B. Class limits
 - 1. Maximal size
 - 2. Optimal size
- C. Recommended registration fee

II. Course Description

III. Course Objectives

- A.
- B.
- C.
- D.
- E.

IV. Outline of Content

V. Methods of Instruction (be specific)

- A. Lecture and discussion (approximate fraction of activity, etc.)
- B. Field visits (number, kind, objectives)
- C. Use of A-V aids (kind, amount, objectives)
- D. Amount and kind of written work
- E. Other activities (amount, kind, objectives)

VI. Methods of Evaluation (if appropriate)

- A. Types and number of quizzes
- B. Types and number of exams
- C. Other methods of evaluation
- D. Weight placed upon various evaluative procedures (class participation, lab reports, field visit reports, quizzes, exams, written reports).

VII. Instructional Materials Employed

- A. Textbook (title, authors, edition, date, publisher, price and date adopted)
- B. Reference readings



Title : **Non-Credit Course Outline Format**

Number :

6100.04

Approved :

05/13/87

Reference :

- C. Other materials used in class work (A-V, charts, lab materials, etc.)
- D. Instructor reference materials (kinds, extent used)
- E. Anticipated costs for all instructional materials by faculty
- F. Anticipated costs for all instructional materials by students. Lab fee, if any.

VIII. Recommendations (if any)

