

# **APPENDIX A**

## **ELEMENTS OF A CONTINUING EDUCATION COURSE PLAN/OUTLINE**

An outline for a continuing education course should contain at a minimum the following elements:

### **1. Course Title – A maximum of 30 Values (including characters, spaces and punctuation)**

### **2. Course Learning Objectives**

List the primary learning objectives for the course

### **3. Course Description**

The course description must include the following:

- a. Introductory sentence describing the occupational intent of the course  
This course is designed to ...  
This course prepares individuals ....
- b. Description of course content utilizing statements such as:  
Course work includes....  
Students will.....
- c. Description of student outcomes utilizing statements such as:  
Successful completion of this instruction will prepare (qualify) one for employment as a (an) ...

Upon completion of this course, students should qualify for or accomplish (include certifications, licensure examinations, employment opportunities, etc.)

Upon completion the learner will be prepared to perform the following tasks....

### **4. Course Length**

Indicate total class length here (contact hours)

If lecture, lab, and or clinical hours have to be broken out, identify the hours separately

Lecture:..

Lab:

Clinicals:

### **5. Outline**

Describe each major topic / competency to be covered in the course. Ideally, topics will be broken down into subtopics under each major heading. Contact hours should be assigned to topic headings.

### **6. CEU's**

Indicate whether or not CEUs will be awarded for the course and if so the number of CEUs for the course. Note CEU's are calculated at 1 CEU per 10 hours of class.

### **7. Pre-Requisites**

List any pre- or co-requisites a student must complete.

### **8. Textbook(s) Required**

List the textbooks required along with author, publisher and edition.

### **9. Supplies or Other Requirements**

List any supplies, equipment, uniforms, etc. that the students will be required to have for the class.

Example: a copy of a photo ID and a Social Security Card for some classes such as NAI

### **10. Evaluation Methodology**

Describe how students will be evaluated on their performance in class such as written test, clinical practices, class projects and etc.

**11. Grading & Minimum Passing Criteria**

Describe the grading scale for the class and the minimum criteria that a student must meet to receive a passing grade.

**12. Attendance**

Describe your class attendance requirements for satisfactory completion and awarding CEUs.