CONTINUING EDUCATION COURSE OUTLINES
(New format required by NCCCS)

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.

Please add the following statement to your course syllabus and make the following announcement at your first class session:

As a part of our ongoing efforts to provide a safe, comfortable learning environment for our students and staff, we want you to know the following: Gaston College is very concerned about protecting our students, employees, and visitors at all campuses. You can help the college to protect everyone by reporting any threats that you receive (or hear about) to your instructor, to security, or to another college official. The college always takes steps to protect anyone who has reason to believe that he/she is in danger. Also, remember to keep your belongings in secure places and report any suspicious activities to college officials. Together, we can help our campus to be a safer place.