

CATALOG INFORMATION

Dept and Nbr: ADLTED 602    Title: COURSE MANAGEMENT DOCS  
Full Title: Creating Course Management Documents  
Last Reviewed: 12/11/2017

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	1	Lecture Scheduled	0
Minimum	0	Lab Scheduled	8.00	1	Lab Scheduled	8.00
		Contact DHR	0		Contact DHR	0
		Contact Total	8.00		Contact Total	8.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 8.00

Title 5 Category: Non-Credit  
Grading: Non-Credit Course  
Repeatability: 27 - Exempt From Repeat Provisions  
Also Listed As:  
Formerly:

**Catalog Description:**  
This course is designed to introduce potential or new teachers to course management documents and college policies as related to adult education classes in a higher education setting.

**Prerequisites/Corequisites:**

**Recommended Preparation:**

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: This course is designed to introduce potential or new teachers to course management documents and college policies as related to adult education classes in a higher education setting. (Non-Credit Course)  
Prerequisites/Corequisites:  
Recommended:  
Limits on Enrollment:  
Transfer Credit:

Repeatability: Exempt From Repeat Provisions

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>
<b>UC Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Describe the importance of course management documents.
2. Explain college policies related to adult education classes in a higher education setting.

### **Objectives:**

At the conclusion of this course, the student should be able to:

1. Develop course management documents.
2. Explain the importance of course management documents and their legal context.

### **Topics and Scope:**

I. The Course Outline of Record

II. The Syllabus

A. Santa Rosa Junior College Policy & Procedure 3.9.1P

B. Other Community College Policy related to course management documents

C. Elements of an effective syllabus

D. Adding personality and creativity to your syllabus

III. Attendance Policies

IV. Course Calendars

V. Other College Policies Affecting Syllabus Content

VI. Creating Effective Assignments

A. Student learning outcomes (SLO's)

B. Effective sequencing

### **Assignment:**

1. Syllabus evaluations, individual and group
2. Calendar evaluations, individual and group
3. Timing and sequencing evaluations, individual and group
4. Assignment evaluations, individual and group

## 5. Self-evaluation

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Self-evaluation

Writing  
5 - 10%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving  
0 - 0%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Syllabus evaluations; calendar evaluations; timing and sequence evaluations, assignment evaluations

Skill Demonstrations  
50 - 55%

**Exams:** All forms of formal testing, other than skill performance exams.

None

Exams  
0 - 0%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and active participation in class activities

Other Category  
35 - 40%

### Representative Textbooks and Materials:

Instructor prepared materials