

Book	Policy Manual
Section	(B) PROGRAMS
Title	Policy B106 - Course Guides
Code	B106
Status	Active
Adopted	March 10, 1982
Last Revised	December 11, 2013
Last Reviewed	December 11, 2013

Policy Number: B106
Title: Course Guides
Section: Programs

I. Purpose

A guide shall be prepared for each course of study adopted by the Joint Committee.

II. Content

Each course guide shall contain, as appropriate to the course of study:

- a. course scope or description
- b. course objectives
- c. expected student learning outcomes
- d. listing of educational resources
- e. evaluation criteria and procedures used in assessing the attainment of learning outcomes.

III. Scope

Each teacher will use the course guide as the core of the course s/he has been assigned to teach.

IV. Responsibility

The Director shall be responsible for the preparation of course guides, and shall develop a plan for such preparation which includes:

- a. the participation of appropriate staff members and resource personnel.
- b. the participation of members of the industrial community
 1. Occupational Advisory Committee
 2. Executive Advisory Committee
- c. Administrative Advisory Committee
- d. the participation of students
- e. continuing research in instructional methods, materials, and activities.
- f. systematic review of all guides to insure their continuing usefulness in achieving established goals. Curriculum is to be reviewed by the Occupational Advisory Committee and validated annually.
- g. a system of administrative review to ensure that guides are being followed by teaching staff members to the degree of conformity desired.

h. copies of all current guides shall be kept on file in the office of the responsible administrator.

i. it shall be assumed that only those courses of study represented by guides on file constitute courses of study officially adopted by the Joint Committee.

Adopted: 3/10/82

Revised: 11/13/91

Revised: 12/11/13