



Community Engagement and Lifelong Learning

Course Proposal Form

Date	
Name	
Phone/Fax#	
Email	
Title of Course:	

1. Give a brief description of the proposed course and include prerequisites: Concise but well-developed description.

e.g., This course includes both general software and network concepts as well as hands-on product specific training. Practicing professionals and students with a solid background in operating and network systems software will acquire the skills needed to design, install and maintain systems for independent workstations and components of a network.

2. Identify the target population(s) to be served by this course (i.e., electricians, nurses, business professionals) and the need for this course.

3. List Course Length: (Courses may run a minimum of two hours and be scheduled in a one day format or over several class sessions at a variety of CELL locations either day, evening or weekend time slots).

- Number of total hours for course
- Time slot
- Number of hours per class session
- Number of weeks for course

4. If this course prepares students for a certifying examination, list examination and examining authority:

- Examination:
- Authority:

5. Course Location: _____ St. Thomas _____ St. Croix _____ St. John
_____ Other (please specify)

6. What approaches would you suggest to advertise and promote the course? (i.e. market the course):

7. List individual(s) or organizations that may be contacted to market this proposed course:

Facilities/Materials

8. List any special requirements, such as materials, room needs, equipment, which are needed:

9. **List books/materials** (indicate whether suggested or required, name of item, costs and source of purchases if known; for books also list title, author, publisher, year, edition and cost).

NOTE: Please complete and submit this course proposal form in conjunction with the Course Outline, Appendix 2 and Product Endorsement Policy, Appendix 3.

Thank you!

Appendix 2 – CELL Course Syllabus

An instructor may be asked to submit an electronic course syllabus, which describes the content of the course. For courses already approved by CELL, please use the approved course description and course objectives as the basis for your instruction.

Please complete your outline using the following format:

Date	
Name	
Phone/Fax#	
Email	
Title of Course:	

Course Description: (50 to 75 words to be used in promotional materials)

e.g., Essential of Business Writing

If writing is a major responsibility or a small part of your job, you can benefit from this intensive, skill-building course. Reap the benefits of polished, professional and powerful written communication. Find out how to get started, organize your thoughts and present your message in a way that will achieve the positive results you want.

Gain the Skills to:

- Make sure your written words say exactly what you mean
- Sharpen your competitive edge through good, clear writing
- Identify words and phrases that get in the way of clear, concise communication
- Quickly analyze, organize write and revise any document.

Major Topics to Be Covered: Content areas (sub-topics as appropriate) to be covered in the course.

- 1.
- 2.
- 3.
- 4.
- 5.

Course Objectives:

1. e.g., Students will be able to: Demonstrate understanding of data administration and systems development in a database environment,
2. Apply spreadsheet macros, database logic and programming languages,
3. Use of spreadsheets in improving financial management,
4. Integrate database and spreadsheet technologies by applying methods for transferring data and files between various application packages,
5. Practice the use of several commercial database and spreadsheet packages,
6. List criteria for selection and acquisition of commercial database and spreadsheet application packages.

Methods of Instruction: Principal instructional methods to be used, including lectures/ discussions, debates, skills practice, computers, seminars, laboratory or clinical activities, audio-visual, and/ or distance learning methodologies. Lectures will be supplemented by visual-aids and web-based materials where applicable.

Methods of Evaluation: (list methods for measuring student success) i.e., pre and post assessment, extent of student participation, completion of a specific project, demonstration of skill acquisition through written assignments, completion of a group project, , student evaluation, etc.

Student Responsibilities: Course conditions for which students assume responsibility, such as attendance, class participation, examinations, homework and other assignments.

Required Textbook(s): The principal textbook(s) to be used in the course.

Bibliography – Reading List: List of additional required and recommended readings for the course, if any.

Revised 3/24/2010

Appendix 3 – Product Endorsement Policy

The University of the Virgin Islands, Community Engagement and Lifelong Learning (CELL)

Personal/Corporate Product Endorsement Policy and Agreement

All instructors must refrain from using non-credit classes as a forum for their personal or company products or services.

By signing this document, I to agree to:

- Limit mention of my full-time employer or personal services to my personal introduction at the beginning of the course.

- Not distribute my business card or company literature to students or company representatives, or use my company letterhead for handouts. Materials passed out to the class will be on CELL letterhead or plain paper.
- Not use class rosters to solicit students or mail them or their company my personal or company literature.

Instructor name: (Please type or print) _____

Signature: _____

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