



Saili le Atamai
AMERICAN SAMOA COMMUNITY COLLEGE
DIVISION OF ACADEMIC AFFAIRS
COURSE APPROVAL FORM

COURSE TITLE:

COURSE ALPHA AND NUMBER:

REVIEWERS AND ROUTING OF SIGNATURES:

- 1. Initiator _____ Date _____
- 2. Department Chairperson _____ Date _____
- 3. Director of Curriculum & Assessment _____ Date _____
- 4. Dean of Academic Affairs _____ Date _____
- 5. Vice President of Academic & Student Affairs _____ Date _____
- 6. President _____ Date _____

_____ Approved

_____ Disapproved

_____ Pending

COMMENTS:

* Director of Curriculum & Assessment – Reviews the alignment of ASCC’s Mission to Program Learning Outcomes (PLOs), Course Learning Outcomes (CLOs), Institutional Learning Outcomes (ILOs) and assessment instruments.



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CHECK APPROPRIATE ITEMS:

DEPARTMENT: _____

COURSE ALPHA AND NUMBER: _____

- New Course Proposal _____
- Program Proposal _____
- Course Revision _____
- Program Revision _____

LECTURE CREDIT(S): (1 lecture credit = 15 contact hours)

LAB CREDIT(S): (1 lab. credit = 45 contact hours) * *Includes clinical, practicum, studio, internship, physical fitness.*

TOTAL CREDITS

GRADING TYPE: REGULAR PASS/NP

CATALOG COURSE DESCRIPTION:

PRE-REQUISITE(S):

TEXTBOOK(S):

ISBN# _____

AUTHOR _____

PUBLISHER _____

COPYRIGHT YEAR _____

ASCC Disclaimer: Textbook Prices are subject to change.

ADDITIONAL/SUPPLEMENTAL EQUIPMENT/MATERIALS (Optional)

COURSE OBJECTIVES IN BEHAVIORAL TERMS: (What is taught in the course regarding content, skills, and values/attitudes?)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

IF A REVISION - REASON(S) FOR CHANGING COURSE OBJECTIVES (refer to data information)

COURSE LEARNING OUTCOMES (CLOs): (What are the knowledge, skills, and abilities that a student will have acquired by the end of the course?)

1. _____
2. _____
3. _____
4. _____



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5.

IF A REVISION - REASON(S) FOR CHANGING COURSE LEARNING OUTCOMES (CLO): (refer to data information)

METHODS OF INSTRUCTION: (EX: Authentic Learning, teaching pedagogy, teaching methodologies, modes of delivery, instructional methods, field trips, etc...)

1.

2.

3.

4.

5.

PROGRAM/DEPARTMENT MISSION STATEMENT:

***IF A REVISION - REASON(S) DATA FOR CHANGING PROGRAM/DEPARTMENT MISSION:**

INSTITUTIONAL LEARNING OUTCOMES (ILO): (List upon completing your degree program what are the outcomes that students will gain from this course)

1.

2.

3.

4.

5.

IF A REVISION - REASON(S) FOR CHANGING INSTITUTIONAL LEARNING OUTCOMES (ILO): (refer to data information)

PROGRAM LEARNING OUTCOMES (PLO): (List upon completing your degree program what are the outcomes that students will gain from this course)

1.

2.

3.

4.

5.

IF A REVISION - REASON(S) FOR CHANGING PROGRAM LEARNING OUTCOMES (PLO): (refer to data information)



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COURSE LEARNING OUTCOMES (CLOs) AND COURSE ASSESSMENT:

List the course learning outcomes (CLOs) and the assessment instrument or a portion of the assessment instrument that will be used to measure student achievement for each learning outcome. Once the course is completed, you will be asked to submit evidence/data you used to assess student achievement.

** Use Bloom's Taxonomy to develop CLO's*

Course Learning Outcomes:	Assessment Instruments:

IF A REVISION - REASON(S) DATA FOR CHANGING COURSE LEARNING OUTCOMES (CLO):

SUBMIT (ATTACH TO COURSE APPROVAL FORM) A CURRICULUM MATRIX (Mapping) ALIGNING EACH COURSE LEARNING OUTCOME (CLO) TO THE PROGRAM LEARNING OUTCOMES (PLO):



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TENTATIVE TOPICAL COURSE OUTLINE: (LIST CONTENT, SKILLS, AND ATTITUDES TO BE TAUGHT IN THIS COURSE)

	Chapters (Lectures/Labs/Clinical) /Assignments/Important Dates:	List Objectives: (covered in the course)	List Course Learning Outcomes (CLO) Addressed:	List Assessment Tool(s) Used to measure CLO:
		Obj 1: <i>To memorize and practice all home keys on a keyboard.</i>	Ex: CLO 1: <i>By end of the course, students will type 20 – 40 WPM.</i>	<i>-Typing Tutor (pre and posttest) -In class Typo Race</i>
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Week 6				
Week 7				
Week 8				



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Week 9				
Week 10				
Week 11				
Week 12				
Week 13				
Week 14				
Week 15				
Week 16	Finals this week			

RUBRICS FOR THIS COURSE: *(Insert here)*