NEW NON-CREDIT COURSE

Demonstration of Need:______ (see page 3 for list of choices and delete these instructions)

Subject Area:
_____ Parenting (F)
_____ Basic Skills (C)
_____ ESL (A)
_____ Citizenship (B)
_____ Handicapped (E)
_____ Vocational (I)
_____ Older Adults (H)
_____ Home Economics (G)
_____ Health & Safety (D)

Course Title: (Max of 50 spaces)

Course Prefix and Number:  Concurrent Course:

Start Date:  Certificate Applicable:

Originator of Course:  Extension:

Units: 0  Grading: NC (Non-Credit)

Total Course Hours: (total class hours here, break down below)
Lecture:  Workshop:
Laboratory:  Instructional Aide:
Lecture/Demonstration:  Computer Assisted:

Catalog/Schedule Description:
I. Prerequisites:
Corequisites:
Recommended Preparation:

II. Needs/Goals/Justification:

III. Instructional Objectives: (Complete the phrase “Students must be able to”, use Bloom’s Taxonomy)

IV. Content: (Outline format)

V. Assignments: (Substantial writing assignments, computational or non-computational problem-solving, demonstration)

VI. Methods of Evaluation: (Skills demonstrations, objective examination, and basis for grades)

VII. Teaching Materials: (Textbooks, Workbooks, Instructor provided handouts, materials fee, etc.)

VIII. Special Characteristics Code Descriptor: (Please check)

1. Learning Assistance: _____
2. Bi-lingual Instruction: _____
3. Convalescent Setting: _____
4. Citizenship: _____
5. Correctional Facility: _____
6. Apprenticeship: _____
7. Not Applicable: _____

PLEASE ERASE ITALICIZED INSTRUCTIONS BEFORE SUBMITTING, INCLUDING THESE INSTRUCTIONS

___________________________________          ______ _____________________________________
Originator                                                     Dean of Business, Community & Economic Development

___________________________________
Curriculum Chair

(Submit only pages 1 and 2-delete these instructions before printing)
LIST OF CODES

**Demonstration of Need:**
This data element identifies the primary method used to determine the need for this course.

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Manpower needs projections from the California Occupational Information</td>
</tr>
<tr>
<td>2</td>
<td>System (COTS) or the Employment Development Department</td>
</tr>
<tr>
<td>3</td>
<td>Survey of community and/or student needs or interests</td>
</tr>
<tr>
<td>4</td>
<td>Administrative judgment</td>
</tr>
<tr>
<td>5</td>
<td>Student or community petition or demand for program/course</td>
</tr>
<tr>
<td>6</td>
<td>State licensing and/or certification and mandation</td>
</tr>
</tbody>
</table>