AURORA COLLEGE

POLICY

Aurora College shall develop new courses as needed.

PRINCIPLE

1. Aurora College recognizes that changes in technology and the workplace will require the development and delivery of new courses.

PROCEDURES

1. All new course outlines/descriptions shall follow a standard format. (See Appendix B.15)

2. All new course outlines/descriptions shall be approved prior to delivery.

3. Course approval will be required, as follows:

    i.   By the Director or designate for non-credit course descriptions, including workshops
    ii. By the President for credit course outlines

4. Upon approval of a non-credit course, the Manager of Student Records & Systems will ensure the assignment of course numbers for entry into the Student Records System prior to the start of the course.

5. Credit course outlines shall be subject to the following process prior to the delivery of the course:

    i.   Recommendation by the Director
    ii.   Review and recommendation by the appropriate Curriculum Committee
    iii. Recommendation by the Director of Policy & Programs
    iv.   Approval by the President

6. Upon approval of a credit course, the Director of Policy & Programs will ensure the assignment of course numbers for entry into the Student Records System prior to the start of the course.

7. For changes to approved Credit Course Outlines and Descriptions, refer to Policy C.43 Program and Course Changes.

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8. Replaced or discontinued Credit Course Outlines will be kept in perpetuity by the Head Office.

Relevant Policies

C.43   Program and Course Changes

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<u>NEW COURSE PROPOSAL SUBMISSION REQUIREMENTS</u>

1. Course Title

2. Course Description
    -   Program
    -   Credit/Non-credit
    -   Mandatory/Elective
    -   Brief Narrative

3. Background

4. Needs Assessment/Rationale
    -   Include process of consultation
    -   Include details or recommendations from instructors, program managers and the curriculum committee.

5. Goals/Objectives

6. Course/Curriculum Design
    -   Credit/Non-credit
    -   Descriptions
    -   Course Outline

7. Course Development Timeline

8. Admission Requirements/Prerequisites

9. Enrolment Forecast

10. Course Evaluation Process

11. Course Budget

12. Potential Funding Source

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APPENDIX B.15a

Aurora College

Course/Module Outline   1

Course/Module:

Total Credit Hours   45 hours (3 credits)

Prerequisite(s)

Course/Module Description

Course/Module Objectives

APPROVED
President _____
Date   _____

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APPENDIX B.15a

Aurora College

Course/Module Outline   **2**

Course/Module:

Curriculum Detail

Date: Date of Previous Program Design:

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Course/Module Outline   3

Course/Module:

Required Student Resources (including textbooks and workbooks)

Optional Resources

Method(s) of Instruction

Method(s) of Evaluation

Note: Instructors shall submit a syllabus to the program manager for approval
       prior to course delivery.

       All components of this course must be completed.

Prepared by:

Division: Campus:

Date: Date of Previous Program Design:

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Non-Credit Course Description

Dog Obedience

Basic Dog Obedience for your four-footed friend! Learn how to train your dog to sit, heel, stay and walk on the correct side. You need a dog, collar, short lead, long lead, and paper towels. Dogs must be older than 6 months. Owners need to be at least 14 years of age (or 98 in dog years). If you have already taken Basic Dog Obedience, you may participate in the advanced portion of the class, (last half hour). Participation in the advanced portion depends on instructor approval. The advanced portion will cover jumping, extra commands, reinforcement, firmness etc.

Date:	Thursdays, Sept. 28- Nov. 30
Time:	7:00-8:30 pm (Beginner) 8:30-9:00 pm (Advanced)
	Participants registering for the Advanced class are welcome to attend the entire class, which starts at 7:00 pm
Sessions:	10
Fee:	$55.00 + GST (for both beginner and advanced registrants)
Instructor:	Name of Instructor
Location:	Place of Delivery
Length:	Hours ( )