Palm Beach State College

Academic Affairs

Credit/Prep Course Description Guidelines

Course descriptions for credit classes at Palm Beach Community College should provide an informative overview of the course content, highlighting the learning outcomes that the student can expect.

These guidelines from College Relations & Marketing can help you compose course descriptions that effectively inform prospective students and promote enrollment in the class.

1. **Lead with a solid, concise and complete sentence summarizing the content of the class.**

   *Examples:*

   - Jazz is studied from its inception around 1900 to the present. (MUH 2018)
   - The materials, structure and surface of Earth and processes that produced or shaped them are covered. (GLY 1000)
   - This is an introductory course in drawing using three-dimensional design principles. (ART 1300C)

2. **Course descriptions are typically written in the passive voice, in which the subject is acted upon. Vary the style by including sentences in the active voice, in which the subject of the sentence is the doer of the action.**

   *Examples:*

   - Students will research and present a topic in a selected advanced radiologic modality. (RTE 2563)
   - Students participate in the study and performance of choral music. (MUN 1310)
   - Students will present scenes from plays as classroom exercises. (TPP 2100)
3. For most courses, aim to limit the description to no more than 60 words. Aim for up to four sentences, with no single sentence more than 20 words.

**Examples:**

- This course familiarizes the student with major legislation relating to the environment. Local, state and federal laws will be included. Habitat destruction, endangered species, environmental contamination and pollution will be discussed. Students will be trained in how to obtain the text of current legislation. (EVR 2858)

- This coordinated work-study program reinforces educational and professional growth through parallel involvement in classroom studies and field experiences. The student and teacher-coordinator determine objectives or on-the-job hospitality management assignment. The student is evaluated by the teacher-coordinator and immediate supervisor. (HFT 1949C)

- This course covers potential health and safety hazards one will encounter at a crime scene. The course also will introduce the proper protective techniques to minimize risk to self and others. Emergency procedures and state and federal regulations are included. Medical/liability insurance is required. (CJB 2703)

For Learning Outcomes:

4. Convey learning outcomes in complete and compelling sentences.

**Examples:**

- Demonstrate how to create nurturing relationships with the children in their care. (EEC 2407)

- Connect to the Internet, perform research via the Internet and create a personal Web page. (CGS 2555)

- Use a popular speech recognition software program to speak and control a computer by voice commands. (OST 1783)

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