

Course Submission – Planning Papers

Use this form to collect course information before you input the data electronically. Do not send this to IDCEC. It is for your use only.

Course Title:			
Subject Code:		Length: (in hours)	

Classification of Learning Levels: Basic Intermediate Advanced

Requested Designation: General HSW
 HSW-Barrier Free HSW-Building Code HSW-Sustainability

Previously approved by AIA GBCI

Learning Objectives: *(Minimum of 4 Learning Objectives)*

1.
2.
3.
4.

Content Outline: *(Minimum of 4, must add up to the total course time)*

In the space provided, please illustrate the course schedule/syllabus by listing the topics addressed, any pertinent sub-topics. Add additional rows as needed.

Order	Description of Topic/Content	Duration (Minutes)
1		
2		
3		
4		
5		
6		
Total		

Course Description: *(Maximum of 100 words.)*

Course Content:

Prepare and submit the entire presentation for review. You can use a Dropbox link for a large presentation (over 5 MB in size) or divide the presentation in sections of less than 5MB each.

Bibliography:

A bibliography is a list of sources (books, journals, websites, periodicals, etc.) one has used for researching a topic. Bibliographies are sometimes called "references" or "works cited" depending on the style format you are using. A bibliography usually includes the bibliographic information (i.e., the author, title, publisher, etc.). You must provide references for all your information or a justification statement if you cannot provide a bibliography. Lack of a bibliography or justification statement may result in denial of CEU approval.

Examples:

Blake, G.D. (1954). Building employee morale. Personnel Journal, 32(8), 299-303. Retrieved October 2, 2006, from ABI/Inform Archive database.

Callaghan, M. (2003). Nursing morale: what is it like and why? Journal of Advanced Nursing, 42(1), 82-89. Retrieved September 29, 2006, from Health Source: Nursing/Academic Edition database.

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

Contact admin@idcec.org if you have questions.