



MAXIMUM UNITS OF INSTRUCTION

Plus the Difference between
Courses and Classes in DAISI

COURSES VS. CLASSES

Think of it this way...

Course: ENG 101 (English Composition I)

Class(es): ENG 101-001 Classes are the different sections
 ENG 101-002 of the Course being offered.
 ENG 101-003 Classes are the when and where
 of a particular Course.



Courses are what the
Provider submits to
ICCB for approval.

WHAT'S IN A COURSE?

See the Adult Education Provider Manual

Section 7: Instruction

Course Approval – New Course Considerations

In Section 7 is information on

- Instructional Categories
- Vocational Skills Training
- Integrated English Literacy
- Course Approval (Includes Max. Units of Instruction)
- Instructional Format
- Evidenced Based Reading Instruction
- Incorporating Career Pathways
- Illinois Adult Education Content Standards
- Digital Literacy
- Student Eligibility
- Additional Instructional Services
- Distance Education.



MAXIMUM UNITS OF INSTRUCTION

How to Calculate Maximum Units of Instruction

Minimum Units of Instruction is Always 0.5



$$\frac{\text{Total Number of Attendance Hours per Week} \times \text{Number of Weeks}}{\text{Total Number of Possible Attendance Hours}}$$

Then

Total Number of Possible Attendance Hours

15

= Units of Instruction

Then

$$\frac{\text{Units of Instruction} \times \text{Number of Times the Class May be Taken}^*}{\text{Maximum Units of Instruction}}$$

*A course can be taken no more than four (4) times – once originally followed by three (3) times repeated.

ICCB Program Approval Manual 2014

https://www.iccb.org/iccb/wp-content/pdfs/manuals/Program_Approval_Manual_11-2014.pdf

MAXIMUM UNITS OF INSTRUCTION

To visualize the same thing another way...

**(Attendance per Week) X (Number of Weeks) Divided by (15)
= Units of Instruction**

Then

**(Units of Instruction) X (Total Times a Course Can be Taken*)
= Maximum Units of Instruction**

**Minimum Units of
Instruction is Always 0.5**

*A course can be taken no more than four (4) times – once originally followed by three (3) times repeated.

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CLASS OFFERINGS

A provider does not need a “Course Modification” if all that is being done is a change in the days or times of the **Class** offerings unless there is a change in either the **Units of Instruction** for the **Course** or the **Maximum Units of Instruction** for the **Course**.

Example: **ENG 101 (Course)** has **3 Units of Instruction** (45 Contact Hours for the Course divided by 15) and **12 Maximum Units of Instruction** (Course can be repeated three times).

A provider can take this Course and offer Classes in any configuration. A provider can change the configuration however works best without having to do a “Course Modification” as long as Units of Instruction/Max. Units of Instruction are not affected.

ENG 101 – 001 (M/W/F from 1 to 3 for 15 weeks)

ENG 101 – 002 (T/Th from 10 to 11:30 for 15 weeks)

ENG 101 – 003 (W from 6 to 9:00 for 15 weeks)

All three classes meet for 45 total contact hours. One could even create another section meeting six hours a week for 7 and a half weeks. That still is 45 total contact hours. A “Course Modification” is not needed should one choose to do that.

If a provider chooses to have a course repeatable only two times instead of three, one would need a Course Modification as the Maximum Units of Instruction changed to 9.

COURSE APPROVAL/MODIFICATION

All new courses funded by Adult Education funds must be approved by ICCB prior to being offered.



Community Colleges must submit new courses via CurricUNET. The process is, however, the same as for other Adult Education providers in that the same forms and information is needed.

All forms are found in the Provider Manual, Appendix C.

- *New Course Submission Form*
- *Course Modification Form*
- *Bridge Course Addendum (11D)*
- *Request to Use State AEL Funds for CTE Classes*

Do NOT use old forms.

COURSE APPROVAL/MODIFICATION

What Is Needed...



- A course syllabus
- The appropriate form(s) with the correct PCS/CIP Codes as found in the Provider Manual, Appendix C

Make sure you fill out any form(s) in their entirety with all applicable information.
(Some information may not be applicable to you.)

COURSE APPROVAL/MODIFICATION



If the form asks for a description, please be thorough in your description.

If you do not have to use CurricUNET, send the forms and course syllabus directly to ICCB. If you have to use CurricUNET, attach the forms and the syllabus with your submission.

There is no need to attach forms or information in CurricUNET that are not needed for Adult Education unless they are necessary for other purposes or unless you want to include them for clarification.

FOR MORE INFORMATION

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