

SAMPLE PROGRAM OF INSTRUCTION (POI)
OF CORRESPONDENCE
COURSE FOR ACE

1. POC: BMCM JOE COASTIE
Curriculum and Instructional Standards Office
Coast Guard Training Center
1234 Main Street.
Anywhere, ST 39501-5003
(333) 333-3333
2. FULL TITLE OF COURSE (no abbreviations): Coast Guard Course
3. COURSE ID NUMBER (List course code and edition):
4. CORRESPONDENCE COURSE SITE:

Commanding Officer
USCG Institute
5900 SW 64th Street, Room 235 MPB
Oklahoma City, OK 73169-6990
5. LENGTH IN MONTHS: 36 Months
6. IMPLEMENTATION DATE OF CURRENT CURRICULUM: May 1997
7. COURSE MISSION: To provide knowledge necessary to perform at the Boatswain's Mate Third Class level as stated in the Enlisted Qualifications Manual, COMDTINST M1414.8B.
8. PREREQUISITES:
9. METHOD OF INSTRUCTION: Self-paced.
10. PIPELINE INFORMATION: Not a pipeline course.
11. LIST OF MAJOR TOPICS / LEARNING OUTCOMES: See attached.
12. THIS COURSE IS A (CHECK ONE):
 New Course.
 Existing course never evaluated.
 Course previously evaluated by ACE, which has undergone a revision.

Documentation for Nonresident Course

Date: _____

Please check: _____ **ADDING COURSE:** _____ **DELETING COURSE:** _____

Name of course: _____

Short Name: _____	Length of Course: _____	*Origin Date: _____
Short Name: _____	Length of Course: _____	Revised Date: _____
Short Name: _____	Length of Course: _____	Deletion Date: _____

Is this course going off-line? ___yes___no If yes, has ACE been notified?
___yes___no

Does course replace previous course? ___yes___no If yes, what
course? _____

POC/SMS: _____
Address: _____

Telephone No: () _____

Classification of course: ___Unclassified ___Classified

If classified, give classification) _____

Who determined date for course?

Does course meet ACE requirements? ___yes___no___

REMAINDER TO BE COMPLETED BY COAST GUARD INSTITUTE STAFF:

Was Curriculum Outline received for course? ___yes___no___

Were textbooks, pamphlets received for course? ___yes___no___
If yes, how many? _____

Were textbooks, pamphlets sent to ACE? ___yes___no___

Date Curriculum Outline was sent to ACE: _____

Comments:

* Date course was reviewed originally by ACE. Shows historical listing for course. If course has changed, you would list the current start date for the revision in the revised date section. If course ends and is not replaced, show the ending date in the deletion date section.