

# **Special Interest Course Proposal Form**



Use this form to guide you in developing your course. Submit completed form to MCCTC Adult Career Center.

**Name (Please print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**COURSE TITLE:** *Should be catchy, explanatory, and brief.*

**GOALS AND OBJECTIVES:** *What is the main purpose of this course?*

**COURSE DESCRIPTION:** *In 75 words or less, please give description of the course for marketing purposes. Attach an additional page if necessary. Should be descriptive and engaging to attract individuals to the course.*

**NUMBER OF PARTICIPANTS:** \_\_\_\_\_ **Minimum** \_\_\_\_\_ **Maximum**

**PREREQUISITES:** *Please list any prerequisite skills or courses needed to successfully complete this course.*

**INTENDED AUDIENCE:** *Please describe the audience(s) who would be most interested in this course. Suggested mailing list sources – including professional associations – would be helpful.*

**OUTCOMES:**  
*What knowledge, skills, or experience can the students expect to receive upon completing this workshop?*

**SYLLABUS:** *Attach a copy of the actual course syllabus which will be distributed to the students. It should contain a description of the content for each session and/or day and should be written in outline form, listing complete topics to be covered, in-and-out-of-class assignments, etc.*

**METHOD OF EVALUATING STUDENTS:** (if applicable) *Detail how student success will be determined.*

**INSTRUCTIONAL MATERIALS & TEXTBOOKS:**

- ❖ *PHOTOCOPIES:* We can handle copying needs if the materials are received **at least two weeks prior to the course.**
- ❖ *BOOKS:* Please provide the correct title, edition, and publisher, author, and ISBN number.

**SOFTWARE OR EQUIPMENT NEEDS:** *Please note equipment needs and specific days/dates equipment will be used.*

**SPECIAL FEES:** *Do you anticipate having a special fee? A special fee may include payment for materials used during the course for supplies, software, handouts, etc. Attach a detailed list of any costs for each item. (ie. Paint brushes \$6)*

\_\_\_\_\_ Yes                      \_\_\_\_\_ No                      Amount Suggested: \$ \_\_\_\_\_

**ASSOCIATIONS/AGENCIES FROM WHICH MARKETING SUPPORT COULD BE REQUESTED:** *Please provide contact person and/or website or phone number.*

**3RD PARTY CREDENTIAL OR LICENSURE:** *Are the students eligible for any 3rd party credential or licensure after completing this course? What are the requirements? Provide the contact information for third party organization along with the name and cost of the exam and any other pertinent information.*

**PROPOSED DATES & TIMES:** Check all that apply

\_\_\_ Monday    \_\_\_ Tuesday    \_\_\_ Wednesday    \_\_\_ Thursday    \_\_\_ Friday    \_\_\_ Saturday

Proposed course time (ie. 6p-8p) \_\_\_\_\_

Total Course Hours \_\_\_\_\_

**PREFERRED LOCATION:**

\_\_\_ Classroom

\_\_\_ Computer Lab

\_\_\_ Conference Room

**INSTRUCTOR BIO:**

**Attach your bio**, up to 75-words, for possible use in web site marketing. If you have a headshot, also include that. Include teaching experience, education, credentials, certifications, specialized training and/or skills, teaching philosophy, related hobbies.

**Attach any additional information you think will be helpful. Thank you!**