



**Economic & Workforce Development/Continuing Education
 Course Proposal**

Course Title:

Name:

Mailing Address:

Date Submitted:

Daytime Phone: **Email:**

The following should assist you in designing a course to be considered for selection.

- Schedules are planned four to eight months in advance.
- Students range in age from 18 to senior citizens.
- Courses range from one-day workshops to multiple-week classes.
- Class meeting times may be morning, afternoon, or evening. Evening classes normally begin at 6:00 PM.

If your class requires additional materials (supplies, handouts, textbooks, etc.), please note that in your proposal.

- Describe what you are proposing to teach.
- Attach a course outline with goals and objectives.
- List the specific skills, knowledge, and/or aptitudes students should be able to demonstrate to satisfactorily complete this course.
- Write a brief course description, suitable for publication.
- Please describe what qualifies you to teach this course. (Attach resume)
- Is this course restricted to students with previous training or experience? Yes No
If yes, please explain.
- Please list any specific AV or room requirements:
- Maximum class size:
- Required textbook: - Title:
Author: Ed. or Vol.: ISBN: Price:
- Materials/Supplies list: Please attach or list here and include estimated costs.
(Students are responsible for all supplies and materials, and must be purchased from outside sources. Students cannot purchase supplies, materials, and/or books from the instructor.)
- Additional Information:

Please e-mail to Christine Schmidt: christinemschmidt@abtech.edu Do not mail in.