

COURSE PROPOSAL

In recognition of ACC's mission of service to the community, the College provides a variety of short-term, non-credit courses and workshops designed to meet adult needs and interests, at times convenient to adult lifestyles. Non-credit courses range in topics from areas that sharpen job skills to those of personal growth, all of which are open to the general public regardless of previous educational background and which are offered with no exams, required homework or grades.

Please fill out as completely as possible and attach any additional information that would be helpful to us as we assess the appropriateness of this course in helping us serve the personal and professional development needs of our community.

Personal Information

Name: _____ Home Phone: _____

Address: _____ Business Phone: _____

_____ E-mail: _____

Current Employer: _____ Position: _____

Proposed Course Information

Proposed Course/Activity Title: _____

What do you consider to be the level of interest or need for this activity? Describe the audience you wish to reach.

Please write a brief description of the proposed course. (Attach an extra sheet if necessary.)

If this activity is restricted to individuals with previous training or other special conditions, please explain.

Indicate any equipment, special facilities, or instructional supplies needed.
(The ACC Center will arrange for audio/visual equipment and make copies of any handouts you need.)

Please list any materials, with estimated costs, students will be required to purchase.

Please indicate preferable (by numbering 1, 2, 3) days and times you would like to conduct the course.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Daytime							
Evening							

Number of Session(s):

Class Size: (Minimum is generally between 8 and 10.)

Minimum number of sessions _____

Ideal class size _____

Ideal number of sessions _____

Maximum class size _____

Maximum number of sessions _____

Length of Session(s): (Sessions are generally 2 to 3 hours in length. This time allotment can be altered to suit individual needs.)

Minimum length of each session _____

Maximum length of each session _____

Ideal length of each session _____

Please describe your education and/or expertise relevant to instructing this course.

Please list the names, addresses, and phone numbers of three people who are able to express opinions regarding your expertise in this area.

Additional Comments: _____
