



Noncredit Course Proposal Worksheet



Please type or print

Name: _____ Date: _____

Address: _____ Home Phone: _____

City: _____ State: _____ Zip Code: _____

E-Mail _____ Business Phone: _____

Please attach: (a) course outline and Student Learning Outcomes. (b) your resume (c) names, addresses and phone numbers of three work references

Semester to be offered: _____ Year: _____

1. Proposed title of course: _____

Possible alternate title: _____

2. Course description (50 words or less) as it may appear in the catalog. This is a very important item. It can sell your course. Please describe carefully in detail. We may edit your copy. Please attach separate sheet for description.

3. Will you be the course instructor? _____

4. How do you want your name listed and with what biographical data? Please attach sheet if additional space is needed. We may edit your copy.

5. Number of hours in course: _____ Number of meetings: _____

6. Day(s) of week and times: 1st choice: _____

2nd choice: _____

7. Date(s) preferred: 1st choice: _____

2nd choice: _____

8. Format of presentation (lecture, workshop, other): _____

9. Suggested course tuition (OCEWD may change this amount): _____

LOGISTICS

1. Location: _____
2. If the class will meet at more than one location, list locations and dates at each: _____

3. Number of students expected: _____ Enrollment Minimum: _____ Maximum: _____
4. Will you need audio/ visual/ computer equipment? _____ Please specify what type and at which session it will be needed.
5. Do you need a room that can be darkened? _____
6. Are there any special course needs (chartered bus, books, etc.)? _____
Please list items and estimated costs. _____

7. Will there be handouts to be printed by the College? _____

Number of pages per student _____

MARKETING

1. What audiences, groups or organizations would be attracted to your class? Be specific. The closer we can target the advertising for a program the more likely it is to increase enrollment. _____

2. Do you have mailing lists we can use to publicize your proposed course? _____ Nature of lists: _____

3. Comments that would assist us in marketing your course (unusual features, outstanding guests, etc.): _____
4. How do you plan to help market your course? _____

Return to: **University of Hawaii – Leeward Community College**
Office of Continuing Education & Workforce Development (OCEWD)
96-045 Ala 'Ike, Room CE – 101
Pearl City, HI 96782