Continuing Education
Preliminary Non-Credit Course Proposal

Thank you for your interest in working with Hagerstown Community College. We are constantly working to develop new and relevant courses for our Continuing Education curriculum. Please complete the following information and return your completed proposal to Courtney Anderson at cdanderson@hagerstowncc.edu.

Course proposals are accepted on an ongoing basis. Continuing Education staff will use the information provided to assist in scheduling Non-Credit Courses for Fall, Winter, Spring and Summer Semester Course Catalogs, as well as in developing individual contract training sessions. You will be notified that your proposal has been successfully received and will be placed on file with the Continuing Education and Community Services Division of Hagerstown Community College. If your course is accepted, a Program Manager will contact you to coordinate the details of the course and gather any additional information.

Name _____

Title (if applicable) _____

Company (if applicable) _____

Address _____

_____

Email _____

Home Phone _____ **Cell Phone** _____ **Business Phone** _____

Professional qualifications (please attach a current resume)

_____

Expected Compensation _____ per hour

Course Title _____

Total Course Hours _____

Suggested Schedule
E.g.: Mondays 6 to 8 p.m. _____

Preferred Dates _____

Please explain any time needed to prepare for the class (e.g. equipment set-up, clean-up, etc.).

_____

Are you offering this course anywhere else? _____

If yes, where and when? _____

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Course description (50 words or less)

Intended audience (describe the target audience of this course, include audience's suggested skill level)

Objectives (please list five learning objectives of the course)

1. _____
2. _____
3. _____
4. _____
5. _____

Materials and equipment (list anticipated textbooks, audiovisual equipment, handouts, computer lab, etc.) Please attach cost estimate or quote from preferred vendor.

Class size (preferred maximum and minimum number of students) _____

Suggested Marketing/Promotion _____

Other relevant information