

**CBC Continuing Education Course Proposal Form**

## Instructor Information

First name\*

Last name\*

Email address\*

Phone number\*

Street address\*

City\*

State\*

Zip code\*

Instructor biography\*

Your biography should be two or three sentences that describe specific experiences that have prepared you for teaching this class.

Are you a current employee of Columbia Basin College College?\*

Yes

No

Have you taught a credited course at CBC in the past?\*

yes

No

Have you taught a community ed class at CBC in the past?\*

Yes

No

Upload resume

You must attach a resume unless you are a current or former teacher at Columbia Basin College.

## Proposed Course Information

Proposed course title:

Proposed course prefix (3-4 letters):

Proposed course number: (3 numbers) :

Is this course new or has it been offered before?\*

New

Previously offered

### **Proposed course summary:**

The course summary is one or two sentences that can be used to promote the course. It may include a hook and a brief description of the topic. Example: Curious about how herbs can naturally reduce stress? Learn about adaptogens -- nature's stress relievers -- from an experienced herbalist.

### **Proposed course description\***

Your course description should five to eight sentences include the following specifics: • Learning outcomes. What should students be able to do by the end of the class? • Methods of presentation. Are there lectures, demonstrations, exercises, films, or discussions?

### **Learning Outcomes\***

What should students be able to do by the end of the class?

Do you already offer this class to the community?\*

Yes

No

Do you require Canvas access?\*(Canvas is an online learning tool used for asynchronous learning. This tool is only available to current instructors or instructors with prior knowledge of Canvas).

Yes

No

I don't know

Are there any prerequisites or experience that students should already have before enrolling in this course?  
Please list:

Is this class appropriate for youth? Please select the appropriate age group.\*

Select or enter value

How many total classroom hours do you think it takes to deliver your course material?

What quarter(s) generally work best for you?

We generally need proposals 10 weeks before the quarter starts to provide time for posting and advertising.

Summer: July - August

Fall: September - December

Winter: January - March

Spring: April - June

Are there days of the week that generally work best for you to hold class?

Feel free to leave this blank. We can work with you to select the best days/times for your class.

What is the maximum number of students you can accommodate?\*

This may also be limited by classroom size.

Where would you like the class to take place?\*

Online

In person CBC Pasco Campus

In person CBC Richland Campus

In person other location

Do you require special classroom equipment?\*

Yes

No

I don't know

Select or enter value

What is the fee for this course?

Please enter amount:

Is there any additional information you would like to provide?