

CENTRALIA COLLEGE

Continuing Education

Course Proposal Form



Continuing Education is pleased to assist you with developing a successful course. The completion and thoroughness of this packet are the first steps to ensuring quality programming. We work approximately three to four months ahead to meet publication deadlines. Please submit your Course Proposal Form before the following dates:

Fall Quarter (Sep – Dec): June 30
Spring Quarter (Apr – Jun): December 31

Winter Quarter (Jan – Mar): September 30
Summer Quarter (Jul – Aug): March 31

Course Information

Title 32-character limit (including spaces)		
Description (may be shortened for printed catalog)		
Quarter(s)	Course Length	Course Size Min/Max
<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	<input type="checkbox"/> Day(s) <input type="checkbox"/> Week(s)	
Prerequisite(s)		Modality
<input type="checkbox"/> No <input type="checkbox"/> Yes, explain:		<input type="checkbox"/> Campus/In-Person <input type="checkbox"/> Hybrid <input type="checkbox"/> Online
Start & End Date	Start & End Time	Days Offered
		<input type="checkbox"/> Mo <input type="checkbox"/> Tu <input type="checkbox"/> We <input type="checkbox"/> Th <input type="checkbox"/> Fr <input type="checkbox"/> Sa <input type="checkbox"/> Su
Classroom Requests List any necessary equipment (accommodations, projector, whiteboard, sink, etc.)		Course Fee (required)
		\$
Supplies Needed Please attach a supply list if additional space is needed.		Additional Supply Cost
		<input type="checkbox"/> No <input type="checkbox"/> Yes, \$
Course Category *Select only one.		
<input type="checkbox"/> Business & Professional Development (BUS) <input type="checkbox"/> Outdoor Recreation (OUTD) <input type="checkbox"/> Certification (CERT) <input type="checkbox"/> Special Interest (SPEC) <input type="checkbox"/> Creative Arts & Crafting (ART) <input type="checkbox"/> Sports & Fitness (FIT) <input type="checkbox"/> Dance (DANC) <input type="checkbox"/> STEM (STEM) <input type="checkbox"/> Health & Wellness (HLTH) <input type="checkbox"/> Trade Skills (TRDS) <input type="checkbox"/> Home & Garden (HOME) <input type="checkbox"/> Travel & Exploration (TRVL) <input type="checkbox"/> Music (MUS) <input type="checkbox"/> Writing (WRT) <input type="checkbox"/> Money & Finance (FIN) <input type="checkbox"/> Other:		

Instructor Information

Instructor Name		Preferred Name
Mailing Address		
Phone Number	Email Address	
Instructor Bio <i>(optional)</i>		

Additional Comments / Questions

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Requested Documentation

***If you are submitting more than one course, please submit one complete form.
For additional courses, only the first page is required.**

Please attach the following along with your course proposal:

- *Resume* or qualifications that make you suited for the course.
- *Syllabus*, if applicable.
- *Attachments*, if applicable, such as a supply list for students or a list of materials needed for the course.

Contact Information

Please feel free to contact us if you have any questions regarding the information provided above. You can submit the completed form and accompanying documents to the Continuing Education department. You may choose to send your Course Proposal Form via email or submit it in person at our office.

Contact: Paul O'Hern

Email: ContinuingEd@centralia.edu.

Phone: (360) 623-8940

Office: Continuing Education
Technology Building Rm 114
301 S. King Street
Centralia, WA 98531