

# 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 1  
**Spring Quarter** (Apr – Jun): December 1

**Winter Quarter** (Jan – Mar): August 1  
**Summer Quarter** (Jul – Aug): March 1

### Course Information

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

**\*Our courses have a fixed 70/30 split for the course fee.**

**Contact:** Paul O'Hern

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