Continuing Education Non-Credit Course Proposal

HELENACOLLEGE
University of Montana

General Information (Please type or print)

Name:

Address:

Email:

Phone: Alternate Phone:

Preferred method of contact: E-mail   Phone   Best time to call:

Proposed Course Information

Course Title: Option 1

                         Option 2

Course Description: (30 to 50 words)

Course Objectives: What will people learn, why will they want to take the class?

Course Audience: Who will want to take this class?

The following section will help us to schedule your course. If you're not sure how to best schedule your class, or don't have clear preferences, you may leave some sections blank.

Preferred total class hours: Preferred # of total sessions:

Preferred class days: M Tu W Th F Sa   Preferred # of hours per session:

Preferred number of minimum students: and maximum students:

Are there any days or dates that you are NOT available?

Are there any other factors that will determine <u>when</u> the class should be held?

Besides paper and pen, what will a student need to bring to your class (textbook or other materials?) Please list items with approximate cost.

Will you provide any materials to the student? We can help with photocopying, if needed.

Most of our classrooms are equipped with a projector and screen. If you will be presenting materials, plan to bring a laptop or let us know you'll need to check one out from our IT Department. Our connections are for PC's. If you're working from a Mac or iPhone, you'll need to provide adapters.

Are there any other considerations in planning the room location of your class? Computer lab, carpet vs. tile, sink, etc.?

Please briefly describe how you plan to teach this class:

What experiences have prepared you for teaching a CE course at Helena College?

Briefly explain why you want to teach a CE course at Helena College:

Please provide two references:

Name:

Relationship:

Phone:

Email:

Name:

Relationship:

Phone:

Email:

Signature:

* Please attach resume, vitae, or other credentials that reflect your experience on this subject.

Marketing

Our catalog is currently published twice a year. The August catalog features classes that are offered September – December. The December catalog features classes that are offered January – May. We do offer classes outside our catalog, but student response is higher to courses featured in our print catalog. We currently have a mailing list of over a thousand local residents who have either requested our catalog or who have taken courses in the recent past.

Our classes are listed weekly in the Helena Independent Record. Because of the cost of print advertising, we are limited in the amount of information we list. Readers are encouraged to call with questions, or visit our website for the class description.

We will also produce an 8.5" x 11" color flyer for each class. These are hung within our building and we are more than happy to provide them to you to hand out to people you know, businesses you visit, or places you think your potential students will see them. If your course format is more suited to a tri-fold brochure, we can do that instead!

If you have other ideas for marketing your class, please share them with us.

Office Use Only:
Date Received / Reviewed: Proposal Status: Accepted   On Hold   Denied
Comments: