

Non-Credit Studies Course Proposal Form

Thank you for your interest in proposing a non-credit studies class to Mercer County Community College. Each year we strive to offer courses across the spectrum from personal interest topics to specialized industry certification prep. programs that are relevant to the needs of the community. Upon completion of this form, please also provide copies of all syllabi, handouts, exercises, projects, assignments, quizzes, grading criteria and any other assessment tools you would use for the proposed course to the Program Coordinator who you are submitting this proposal to:

After reviewing your proposal, the coordinator will reach out to further discuss if the proposed course is considered viable for further development.

Once again, thank you for your interest in offering a non-credit course at Mercer!

Health Sciences

Andrea Bash

basha@mccc.edu

Business, Technology, and Professional Studies

Nina Jamal

jamaln@mccc.edu

Personal Interest

Stacie-Anne Hannawacker

hannawas@mccc.edu

PERSONAL INFORMATION

Date: _____ **Instructor Name:** _____

Have you been a non-credit instructor at Mercer County Community College before? Yes No

If you answered yes to the above question and have not had an address change you do not need to complete the following section. If you answered no to the above question or have had a change with your contact information, please complete this section.

Street Address:

City: _____

State: _____ **Zip Code:** _____

Primary Phone Number: _____

Secondary Phone Number: _____

Email Address: _____

BIO

Please write a brief (no more than 200 words) biographical description describing your professional qualifications related to this class:

COURSE INFORMATION

Proposed Title: _____

Number of sessions: Depends on how the course is scheduled. **Estimated total number of hours:** _____

Start date: _____ **End date:** _____

Time/s proposed, please be specific as to day or night: _____

Target Audience: _____

Course Description: In 100 words or less please provide a description of your proposed course.

Objectives: Upon completion of this course, participants will be able to:

Outline: Identify the main topic and sub-topics for each class session along with the allotted time for each topic –

Session 1 :

Session 2

Session 3 :

Session 4:

Session 5 :

Section 6:

Section 7:

Section 8:

Section 9:

Section 10:

TEXTBOOK, WORKBOOK, CLASSROOM & EQUIPMENT

Book Title: _____

Edition: _____

Author/s: _____

Publisher: _____

ISBN: _____

Publisher Phone Number (if known): _____

Cost (if known): _____ **Is this textbook required?** YES NO

Is this a new textbook or was this previously ordered? _____

(Please use separate sheet if additional textbooks are required.)

Will you be providing your own workbook? If yes, kindly provide a description of contents: _____

Computer/Information Technology Needs: _____

Audio-Visual/Equipment Needs: _____

Room Choice: Please identify the type of room you will need -

- Computer Lab
- OR Traditional Classroom:
- Other: