

## Noncredit Course Proposal

**Proposed Course Title:**

**What type of audience is the course designed for?**

**Course Description:** Describe in three or four sentences the essence of your course. Include skills and/or knowledge to be taught and course purpose or emphasis. This paragraph may be used to publicize the course: please be specific.

**Benefits to Students:** List below at least six applications of the skills or knowledge students will gain. Finish the sentence, "Upon completion of this course, the student will be able to...". Use measurable action verbs such as apply, create, demonstrate, define, describe, explain, develop, recognize, evaluate, implement or solve to complete the sentence.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Course Length:**

- Number of hours for each class session?
- Number of sessions per week?
- Total number of sessions?

**Course Topics:** For each class session planned, list the major topics to be discussed. If you have more than eight sessions, attach another sheet and continue numbering the sessions in sequence.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

**Class Size:** Indicate the maximum number of students to be accepted in the class.

**Prerequisites:**

Do students need any previous experience or knowledge for this course? If so, please explain.

**Method of Instruction (check all that apply):**

- Lecture     Discussion     Demonstration     Lab (hands-on practice)  
 Online     Other (explain:)

**Special Requirements:**

Equipment, type of room, audiovisual materials, transportation for field trips, etc.)

**Required Supplies Textbooks: Take student cost into consideration.**

**Approximate Cost:**

**Preferred Course Location:**

- Arnold Campus     Glen Burnie Town Center     Arundel Mills  
 Other - Please check current schedule of classes for up-to-date locations and list:

**Preferred Scheduling Times: (check all that apply)**

- Day     Evening

**Term:**     Winter     Spring     Summer     Fall

**Day of the Week:**

M    T    W    Th    F    S    Su

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**Name:**

**Telephone:**    (Day)  
                          (Evening)

**Email:**