



## Shoreline Community College Center for Business & Continuing Education Course Proposal

Shoreline Community College – Center for Business & Continuing Education  
17171 Bothell Way NE, #A220, Lake Forest Park, WA 98155 206-533-6700  
Contact: Cynthia Johnson ccjohnson@shoreline.edu

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**Thank you for your proposal! Proposals are reviewed regularly. Please note proposal deadlines:**

**Fall: June 15    Winter: September 15    Spring: December 15    Summer: March 15**

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**Name:** \_\_\_\_\_  
First Middle Last

**Address:** \_\_\_\_\_  
Street or mailing PO Box

\_\_\_\_\_  
City State Zip

**Phone: Home:                      Office:**

**E-mail:**

**Web Page:**

**Course Title:** (The course description and title are significant, effective methods for marketing your class. It is important to be concise, factual, and between 70-90 words.)

**Course Description for class schedule:**

**Target Audience:** (Who is your audience? What particular demographics, interest groups?)

**Course Objectives:** (What will participants expect to be able to do or understand after completing your class? Please list three course objectives.)

**Course Outline:** Please attach a brief one-page course outline that includes the following:

- Overview of the course content
- Methods you use to engage the audience (lecture, discussion questions, demonstration, etc.).
- Textbook or other teaching supplies needed
- Technical needs

**Class format:** Please describe the best format and number of sessions for your class (3-hour workshop, 1 half-day workshop, or three 2-hour sessions, etc.)

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When are you available to teach? Mornings\_\_\_\_ Afternoons\_\_\_\_ Evenings\_\_\_\_

What days are you available to teach? Mon\_\_\_\_ Tues\_\_\_\_ Wed\_\_\_\_ Thurs\_\_\_\_ Fri\_\_\_\_ Sat\_\_\_\_

**Instructor compensation:** Instructor pay is based on course fee and direct costs including schedule costs, marketing, supplies, material costs, textbooks, etc. Instructor pay is discussed in detail during the interview phase.

**Supporting documentation:** Please attach a copy of your resume and any other supporting documentation, including marketing materials that you currently use for promoting your class.

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Shoreline Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, religion, national origin, age, marital status, gender, sexual orientation, or disability.

***Thank you for your course proposal!***