



BROOKDALE  
COMMUNITY  
COLLEGE

## *Continuing & Professional Studies*

### CONTINUING EDUCATION COURSE PROPOSAL FORM

Return to:

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#### 1. PERSONAL INFORMATION

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ State/zip \_\_\_\_\_

E-mail \_\_\_\_\_

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_ (cell) \_\_\_\_\_

#### 2. RESUME and BIO HIGHLIGHT

Please attach an up-to-date resume with background relevant to the proposed course or, in the space below, briefly describe your experience most pertinent to this course.

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#### 3. COURSE INFORMATION

Suggested course title: \_\_\_\_\_

Course description: Please write a concise and informative paragraph or outline of the proposed course. Attach any other pertinent information. Continuing & Professional Studies reserves the right to edit or modify descriptions.

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How should your name and title appear in the bulletin:

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Are you planning to teach this course elsewhere \_\_\_\_\_ yes \_\_\_\_\_ no  
If yes, for whom?

#### **4. OTHER INFORMATION**

Number of hours of proposed course: \_\_\_\_\_ Over how many sessions: \_\_\_\_\_

Suggested time of day of proposed course: \_\_\_\_\_ Preferred day of the week: \_\_\_\_\_

Month or specific date if necessary \_\_\_\_\_

Minimum/maximum number of students: Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_

#### **5. MARKETING YOUR PROGRAM**

Who do you envision taking your course? Who is the target audience? For example: Identify if you can the audience's age, gender, profession, educational level, family income, marital status, or any information that would identify the niche for your program:

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What, who, or where is the competition for your proposed course? \_\_\_\_\_

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Why do you think there is a need for the proposed course? \_\_\_\_\_

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How should your program be marketed? \_\_\_\_\_

Do you have a mailing list available to market your program? \_\_\_\_\_

#### **6. SPECIAL INSTRUCTIONS/MATERIALS**

What materials should participants bring to class? Please include approximate costs. What special considerations do participants need to know before coming to the first class? (for example: wear study boots, bring an apron, bring snacks or bag lunch.) Is there a prerequisite for taking your program? (for example: work or educational experience.)

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## 7. BUDGET

In order to properly price your program, we need to be aware of all costs above the instructor's salary and promotional costs. Please indicate anything necessary or desirable for your program that may incur additional costs:

Photocopying: (# of pages per participant) \_\_\_\_\_

Supplies: \_\_\_\_\_

Media and Technology: (for example a computer room, LCD projector, document camera, overhead slides, VCR or DVD player.

## 8. BOOKS

Do you require a book or books for the course? \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_ ISBN: \_\_\_\_\_

Publisher: \_\_\_\_\_ Approximate cost: \_\_\_\_\_

Would you prefer that the book be included with the cost of the program? \_\_\_\_\_

Would you prefer that participants purchase the book outside of the class? \_\_\_\_\_

## 9. SPECIAL CONSIDERATION

Please list any special facility needs. (e.g., room size or location, table type or size; seating arrangement.)

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Is the special consideration ESSENTIAL for your program or a PREFERENCE? \_\_\_\_\_

NOTE: All rooms have whiteboards. CPS makes every effort to assure that markers and erasers are available in all classrooms. But despite our best efforts, occasionally they are missing from classrooms. As a backup, we recommend that you purchase these supplies from a dollar store. Also, please note that easels and flip charts are not available.

Do you have a preference for the location of the program? Lincroft, Hazlet, Freehold, Wall, Neptune, Long Branch.

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