

Collin County Community College Continuing Education
New Course Proposal Form

1. Course Title	
2. Description	
3. Proposed category	
4. Contact hours	
5. Suggested price	
6. Proposed WECM #	
7. CIP code	
8. CB reimbursement rate	
9. Contact hour range	
10. Cost center	
11. State funded?	
12. Target audience	
13. Will program offer CEUs Attendance CEUs or Competency CEUs	
14. Is curriculum developed already?	
15. Proposed book	
16. Time frame for course – Spring, Summer or Fall	
17. Proposed locations for offering – CYC, CPC, SCC, AHS, PRC, Plano High Schools	
18. Qualifications of instructor	
19. Salary of instructor	
20. Minimum/maximum students	
21. Is course offered locally by others?	
22. Learning outcomes	
23. Does course meet MCE's	
24. Where idea originated	
25. Course prerequisites	
26. Will program require special equipment	
27. Suggested follow-up courses	
28. Is course part of certificate/certification program? If so, which one?	
29. If course is to be offered in partnership, name of partner and proposed revenue split	
For computer courses	
30. Software required	
31. License fee	
32. Minimum hardware configuration	
33. Suggested room	
Program Director	
Approved by:	
Approval Date:	
Notes	

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